Electronic Notice
of
Arrival/Departure
(e-NOA/D)

User Guide

Record of Changes

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1.0	Creation of the New Document.		01/31/2005
2.0	The CDC Onboard section was changed to include the Warning message. See page 56.		02/14/2005
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INTRODUCTION

The United States Coast Guard (USCG) has developed the Electronic Notice of Arrival/Departure (e-NOA/D) application—accessible via the World Wide Web (WWW)—to provide you, the representative of a vessel, with the means of fulfilling the arrival and departure notification requirements of the USCG and Customs and Border Protection (CBP) online.

Prior to September 11, 2001, ships or their agents notified the Marine Safety Office (MSO)/Captain Of The Port (COTP) zone, within 24 hours of the vessel's arrival via telephone, facsimile (fax), or electronic mail (e-mail).

Due to the events of September 11, 2001, the USCG's National Vessel Movement Center (NVMC)/Ship Arrival Notification System (SANS) was set up, as part of the U.S. Department of Homeland Security (DHS) initiative. Also, as a result of this initiative, the advanced notice time requirement changed from 24 hours notice to 96 hours notice (or 24 hours notice, depending upon normal transit time). The NOAs and/or NODs continued to be submitted via telephone, fax, or e-mail, but were now to be submitted to the NVMC, where watch personnel entered the information into a central USCG database.

The e-NOA/D is an alternative to submitting NOAs, NODs, and/or Advance Passenger Information System (APIS) messages by the methods mentioned above. As a result of the USCG and CBP working together to develop an authorized one-stop notification method, the e-NOA/D application eliminates the need to submit the same information multiple times to multiple agencies. Consider its advantages:

- The e-NOA/D conforms to both the USCG's and the CBP's requirements, eliminating the need to submit duplicate and/or similar information to both agencies

- The NOA and/or NOD process is automated:

  - Once the e-NOA/D is completed and submitted via the Web, the data is sent automatically to the NVMC, where it is reviewed for completeness

  - When it is determined that the e-NOA/D is complete and it is validated by the NVMC, the information is entered in a central USCG database

  - An e-mail message confirming receipt of the e-NOA/D is sent to the representative of the vessel listed in the e-NOA/D

  - The USCG, CBP, and other authorized Federal agencies screen the information in the database, and any findings are forwarded to the cognizant MSO/COTP.

- An active e-NOA/D can be updated and resubmitted

- A partially completed e-NOA/D can be stored, completed in the future, and then submitted.

This user guide has been developed to provide an overview of why an e-NOA/D is required, as well as helpful hints to consider before completing the e-NOA/D. This user guide contains instructions on preparing and submitting a vessel's arrival and departure information that will help to ensure that the e-NOA/D is completed and submitted correctly and is available for use by the USCG, CBP, and other authorized Federal agencies.

WHAT DOES THE e-NOA/D APPLICATION PROVIDE?

The e-NOA/D application provides an easy-to-use and efficient method for reporting the vessel arrival and/or departure information required by the USCG and other Federal agencies for vessels visiting U.S. ports. It was developed to enable an e-NOA/D to be submitted directly to the NVMC via the Web (even while the vessel is underway), thereby avoiding faxes, scanners, and telephones. It provides a means for managing and storing recently submitted company, vessel, personnel, and arrival information.

Additionally, this e-NOA/D application allows a previously submitted e-NOA/D to be updated and a partially completed e-NOA/D to be saved and submitted at a later date. Utilizing these features makes completing and submitting subsequent e-NOA/Ds faster and easier.

Any NOA and/or NOD submitted via the e-NOA/D application constitutes the official NOA and/or NOD, and duplicate submissions through other means are not required. Therefore, submitting an e-NOA/D eliminates duplicate handling of the NOA and/or NOD.

NOTE: The e-NOA/D application does not support a consolidated NOA and/or NOD. A vessel cannot submit a consolidated NOA and/or NOD via an e-NOA/D.

The USCG and CBP Regulations Involved

33 Code of Federal Regulations (CFR) Part 160 (dated 28 February 2003) permanently changes the NOA requirements in 33 CFR Part 160 and consolidates the NOD into the NOA. It requires additional crewmember and passenger information. Additional information on the requirements of 33 CFR Part 160 can be found on the United States Coast Guard National Vessel Movement Center (NVMC) home page at (www.nvmc.uscg.gov) through the 33 CFR 160 link in the *Downloads* section.

33 CFR Parts 104, 160, and 165 - Addendum (dated 1 July 2003) provides security measures for certain vessels calling on U.S. ports. It requires the owners or operators of vessels to designate security officers for vessels, develop security plans based on security assessments, implement security measures specific to the vessel's operations, and comply with Maritime Security Levels. This final rule can also be found at the United States Coast Guard National Vessel Movement Center (NVMC) home page at (www.nvmc.uscg.gov) through the 33 CFR 160 link in the *Downloads* section.

33 CFR 164.35 (dated 1 July 2001) requires a vessel to indicate the operational condition of its equipment. This final rule can be found at http://www.access.gpo.gov/nara/cfr/waisidx_01/33cfr164_01.html.

SOLAS 1974, Chapter IX, as amended, makes mandatory the International Safety Management (ISM) Code, requiring the ship owner or any person who has assumed responsibility for the ship (the Company) to establish a safety management system. Chapter IX was adopted in May 1994 and entered into force on 1 July 1998.

8 CFR Parts 217, 231, and 251, and 19 CFR Parts 4, 122, and 178 requires each foreign or domestic vessel to provide an electronic transmission of passenger and crewmember manifest information to an immigration officer (immigration officers who perform inspection functions are now part of CBP) in advance of an aircraft or vessel arrival to or departure from the U.S.

This final rule can be found at http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

> **WARNING:** Use of USCG-formatted NOA methods does not relieve the submitter of the responsibility to know the regulatory requirements pertaining to its vessel and to ensure submission of a complete and accurate notice of arrival or notice of departure as specified in the aforementioned regulations. Failure to timely and accurately comply with the regulations may result in enforcement actions, including civil penalties. The Coast Guard takes no responsibility for any damages resulting from the failure to comply with the pertinent NOA and APIS regulations.

Benefits of Using the e-NOA/D Application

Satisfies Both the USCG's and CBP's Requirements—The USCG and CBP have coordinated their efforts to develop an electronic arrival and departure manifest system, meeting the requirements of both agencies. When an e-NOA/D is completed properly and submitted, it provides all of the information required by the Federal regulations listed in the *USCG and CBP Regulations Involved* section and eliminates the need to send separate notifications with slightly different information to multiple agencies.

The Process is Quicker and More Accurate—The submission of an e-NOA/D significantly improves the likelihood that there will be fewer problems with an NOA and/or NOD, as the information needed to minimally comply with the regulations is contained in required fields. The e-NOA/D application may not allow the submission of an e-NOA/D unless the appropriate fields have been completed. But remember, merely supplying information in all of the required fields may or may not fulfill all of the reporting requirements for your vessel. It is your responsibility to know the regulatory requirements pertaining to your vessel.

Once the e-NOA/D is received at the NVMC, the information is validated for completeness, so the e-NOA/D is seen and processed quickly. This quicker process lessens the possibility a vessel will be delayed or denied entry into or exit from a port.

A Confirmation of Receipt is Provided—Once an e-NOA/D is submitted and validated, the NVMC will send a reply by e-mail confirming the receipt and processing of the online submission. If any information is missing from the e-NOA/D, the e-mail message will state exactly what is needed. This confirmation of receipt eliminates any concern that an e-NOA/D did not get to the right place or is missing required information.

> **WARNING:** **If a confirmation e-mail message is not received within 2 hours of submitting the e-NOA/D, call the NVMC for verbal confirmation at the number listed in the** *Contact Numbers* **section.**

The e-NOA/D data is forwarded to CBP, but they will not send a confirmation of receipt.

Previously Submitted e-NOA/Ds are Available for Reuse—Once logged on, the Electronic Notice of Arrival/Departure (e-NOA/D) – List page provides a record of previously submitted e-NOA/Ds. These e-NOA/Ds are listed in the **Previously Submitted NOA/Ds** data grid. Simply click on the **Copy** link of an e-NOA/D, and the e-NOA/D application displays it in an editable format, with the data in all fields (except for the **Notice Type** field, the **Voyage Type** field, the

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Arrival Information section, the **Departure Information** section, the **Last Port of Call** section, the **Cargo Manifest** section, and the **Next Port of Call** section) copied to another e-NOA/D and ready for reuse. Make the few quick changes required to amend the e-NOA/D and submit it as normal. Submitting an e-NOA/D gets easier each time. Instructions on reusing an e-NOA/D are found in the *Previously Submitted NOA/Ds Data Grid* section.

Incomplete e-NOA/Ds Are Saved To Be Submitted Later—The e-NOA/D application allows you to start an e-NOA/D, save it, and complete and submit it later. All incomplete e-NOA/Ds are listed on the Electronic Notice of Arrival/Departure (e-NOA/D) – List page in the **Saved NOA/Ds** data grid. To complete a saved e-NOA/D, click the **Edit** link, and it appears on the screen with all previously completed fields still filled in. The e-NOA/D can then be completed and submitted to the NVMC as normal. Instructions on retrieving a saved e-NOA/D are found in the *Saved e-NOA/Ds Data Grid* section.

Previously Submitted e-NOA/Ds Can Be Updated—The e-NOA/D application supports multiple submissions of an e-NOA/D and allows updates to an e-NOA/D that is still active. Click on the **Update** link of an e-NOA/D that is located in the **Previously Submitted e-NOA/Ds** data grid, and the e-NOA/D application displays it in an editable format with all sections completed.

Do not submit a notice of change in the following situations:

- The estimated time of arrival or departure reported in the original e-NOA/D changed less than 6 hours

- The vessel's location or the position of the vessel at the time of submitting the e-NOA/D changed

- Any crewmember's position or duties on the vessel changed.

Instructions for updating an e-NOA/D can be found in *Updating an Existing e-NOA/D*.

BEFORE WORK BEGINS

System performance depends on several factors, such as:

- Using the correct computer hardware and software
- Viewing the screens with a Web browser that is compatible with the e-NOA/D application
- Using the correct Internet Service Provider (ISP) for the Internet connection.

These and other topics are discussed in this section.

Basic Hardware and Software Requirements

To prepare and submit an e-NOA/D, the following is required:

- A Personal Computer (PC) with an Internet connection
- A Web browser
- An e-mail application with the capability to send and receive messages.

Required Web Browsers

The e-NOA/D application is optimized for use with the Microsoft Internet Explorer browser, version 5.5 (or higher) but will work with the Netscape Navigator 7.0 browser, the Opera 6.05 browser, the Mozilla 1.4 browser, and Apple's Safari 1.1 browser.

Computer and Web Browser Settings

Computer Settings—For the e-NOA/D application to run properly, the Web browser must be configured as follows:

- Cookies must be enabled
- Java script must be enabled
- Secure Socket Layer (SSL) v2.0 or higher (the e-NOA/D application is using SSL 128-bit encryption) must be accepted by the browser
- Language should be set to English (United States), or the e-NOA/D may not display properly.

Firewall Settings—If an error message is received or if there is no response when attempting to reach the Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page, a firewall or proxy server might be in place that does not support Hyper Text Transfer Protocol Secure Sockets (https). The firewall or proxy server must allow SSL communication in order to access the e-NOA/D application, which is an https site. Please check with your network or System Administrator (SA) for further details.

Other Issues

- If a `Digital Certificate has expired` error is received, a Year 2000 (Y2K) bug exists. Some older browsers may display this false alarm, and the best and most sensible way to fix this problem is to upgrade the Web browser to the latest version(s).

- For best results, computer display (screen) setting should be set to 800 x 600.

Internet Connections

ISPs are companies that provide individuals and businesses with access to the Internet. For a monthly fee, the service provider gives its customer a software package, user name, password, and access telephone number or Internet Protocol (IP) address. Equipped with either a modem or direct communication line, the user is able to access the Internet and send and receive e-mail messages. As with many Internet Web sites, connection speed via ISPs determines how fast the site loads and operates. If a standard dial-up modem is being used (where a telephone number is used), speeds may generally be slower, as this relies on transmitting data over telephone lines at various speeds. Broadband transmissions (as are often used by cable television providers) are generally faster, as are Digital Subscriber Lines (DSLs).

Time-Out Length

If no activity has taken place on a session within the last 60 minutes, the session will time out. Once it has timed out, you will be required to log on again. Activity in this case is defined as any action posted back to the server, such as selecting an item from a drop-down list, reloading a page, entering information in a field, and so forth.

If the session times out, you will be required to log on to the system again. Once logged on, navigate to the Electronic Notice of Arrival/Departure (e-NOA/D) – List page, select the e-NOA/D that was being worked on from the **Saved e-NOA/D's** data grid, and complete it. The only data that will have been lost is the information in a section that had not been saved.

Security of an e-NOA/D Transaction

This e-NOA/D application is a secure environment and has been designed to conform to all DHS and USCG Commandant security instructions. Any transaction made with the NVMC is protected and cannot be viewed by anyone else on the Web.

The e-NOA/D application has been configured to process requests for access by combining a number of different types of protection mechanisms. These are:

- **Authentication**—the first line of defense. Authentication's primary purpose is to verify your user logon credentials.

- **Authorization**—the next step. To ensure you have permission to access the e-NOA/D application, the system authorizes your logon credentials.

- **Access Control**—the third step. Here, the e-NOA/D application determines you are a valid user and have the correct level of permissions required to perform the action you are attempting.

- **Encryption**—the final step. Encryption is the most effective way to achieve data security.

The e-NOA/D application uses SSL encryption, which is a protocol for safely transmitting private documents via the Internet. SSL works by using a private key to encrypt data that is transferred over the SSL connection. Many Web browsers now support SSL, as it provides assurances to you that the Web site is authentic and that confidential transactions with the site are secured by SSL encryption.

On the Electronic Notice of Arrival/Departure (e-NOA/D) – Logon page, the VeriSign Secure Site Seal is found at the bottom, right-hand side of the page. This seal provides evidence that the Web site is authentic, secure, and all transactions are secured by SSL encryption. If the Verify link is clicked on the VeriSign Secure Site Seal, a VeriSign Secure Site page opens, verifying the e-NOA/D is, indeed, going to the NVMC.

By implementing all of the steps listed above to provide a secure connection, you can be assured that the data in the e-NOA/D is being protected.

HELPFUL HINTS

Gather All the Information—Before beginning, make sure all of the information needed is at hand. The e-NOA/D application is set up so that if no activity has been recorded on the site in the last 60 minutes, the session will time out and any unsaved data will be lost. If it becomes apparent that the e-NOA/D cannot be completed in one session, enter as much information as possible, and then click the **Save** button (found at the bottom of the screen in each section). The e-NOA/D will be added to the **Saved NOA/Ds** data grid from which it can be retrieved and completed later.

Need Help?—If there are any questions regarding the e-NOA/D, call the NVMC at the number listed in the *Contact Numbers* section.

Computer Problems—If there are computer or network problems, please contact your local administrator. The e-NOA/D application is designed to work optimally with Internet Explorer and the other browsers listed in the *Required Web Browsers* section. It was tested successfully against Microsoft, Linux, and Apple operating systems. The NVMC is not equipped to handle technical support calls for local computer platform/configuration problems.

Provide Missing Information Promptly—If you, the submitter of an e-NOA/D, receive an **Incomplete Notice** e-mail message from the NVMC, please provide the required information as quickly as possible. Failure to forward the information could result in delay or denial of the vessel's entry into the navigable waters of the U.S. or to any port or place under the jurisdiction of the U.S.

If the NOA and/or NOD was submitted via the e-NOA/D application, the missing information must be provided via the application's update capability (see *Updating an Existing e-NOA/D*).

If the NOA and/or NOD was submitted by telephone, fax, or e-mail, the missing information must be provided via one of these modes of communication.

The information contained in the e-NOA/D is vital to homeland security. When it is not provided, the risk is increased to you and those crewmembers and passengers onboard the vessel.

Contact Numbers—If there are any questions, the NVMC provides assistance 24 hours per day, 7 days a week, 365 days a year. NVMC contact information is as follows:

- Web Address: www.nvmc.uscg.gov
- E-mail Address: SANS@nvmc.uscg.gov
- Toll-free Telephone Number: 1-800-708-9823
- NVMC Local Telephone Number: 304-264-2502
- Toll-free Fax Number: 1-800-547-8724
- NVMC Local Fax Number: 304-264-2684.

COMPLETING EACH SECTION ON THE E-NOA/D

A broad range of data is contained in the e-NOA/D, such as vessel name, vessel flag, vessel position at the time of report, vessel owner/operator, vessel crewmember information, vessel cargo information, estimated time of arrival (ETA), and so forth. Because completing the e-NOA/D correctly ensures no problems are encountered later on, the following sections provide step-by-step instructions for using the e-NOA/D application and provide information on performing such tasks as setting up a user account, using a previously submitted e-NOA/D as the basis for a new e-NOA/D, and completing the e-NOA/D.

The *Preparing and Submitting an e-NOA/D* section provides detailed instructions for completing the e-NOA/D. As each section is discussed, the following information is presented:

- Figures illustrating how to complete the section and where to find the buttons and links discussed in the instructions

- Instructions for entering data in each field of the section

- A link to the Federal regulation(s) that requires the information.

But remember, accuracy is paramount as the e-NOA/D is being completed.

ACCESSING THE ELECTRONIC NOTICE OF ARRIVAL/DEPARTURE (e-NOA/D) APPLICATION

The e-NOA/D application is found on the USCG NVMC Web site at www.nvmc.uscg.gov. Once at this Web site, click the **Submit NOA Online** button in the menu bar on any page, as shown in the following figure.
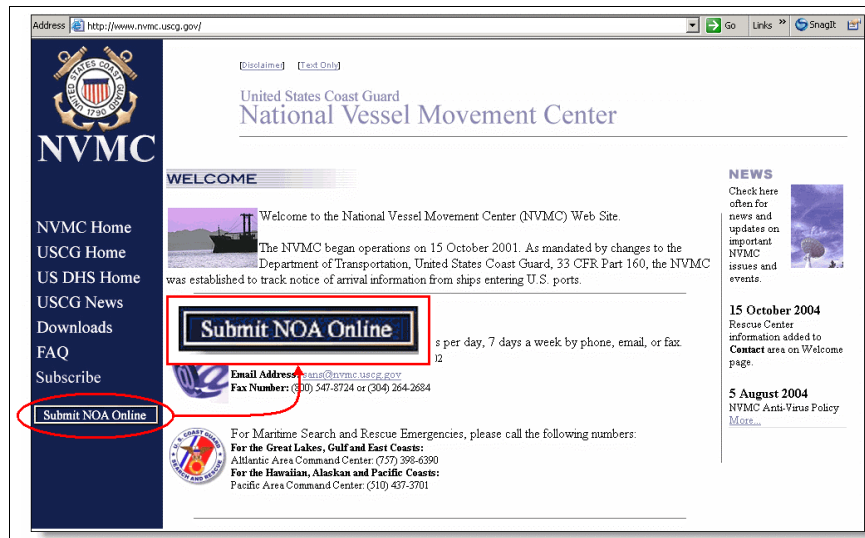

Figure 1 National Vessel Movement Center Web Page

NOTE: *If this Web page is bookmarked, be sure to periodically check the NVMC Web site for updated e-NOA/D or Federal regulations information.*

To access the Electronic Notice of Arrival/Departure (e-NOA/D) Web page, perform the following steps:

1. Enter: **www.nvmc.uscg.gov** (the Web address of the NVMC) in the **Address** field of the browser.

2. Press the **ENTER** key, or click the **Go** button .

    The NVMC Web page appears.

3. Click the **Submit NOA Online** link in the menu bar.

4. Click **OK** for the Security Alert dialog box, and then click **Yes**.

The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page appears.

THE ELECTRONIC NOTICE OF ARRIVAL/DEPARTURE (e-NOA/D) WEB PAGE

The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page is the entryway to the e-NOA/D application and allows you to create your own user account, to log on, and to test the VeriSign Secure Site Seal. If an e-NOA/D is being prepared for the first time, follow the steps in the *First Time Users* section of this user guide. If a user account has been created previously, go to the *Preparing and Submitting an e-NOA/D* section.

FIRST-TIME USERS

Creating a New Account

A user account must be created for a first-time user. Once the **Create Account** link on the Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page (as shown in the following figure) is clicked, you, the user, are taken to the **Create Account** screen where the information required to create the user account is gathered.

Figure 2 The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web Page With Create Account Link

NOTE: The steps in this section are initial setup tasks and are completed only once.

1. To create a user account, click the **Create Account** link on the Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page.

    The Electronic Notice of Arrival/Departure (e-NOA/D) – Create Account page appears.

Completing the Create Account Screen

One unique feature of the e-NOA/D application is that you, the user, maintain your own user account. You can:

- Choose your user name

- Provide information specific to you

- Determine the password

- Provide a method of validating your identity to the e-NOA/D application in the event the password is forgotten.

Once the information has been entered in the fields, the **Submit** button is clicked (as illustrated in the following figure), the resulting e-mail message is opened and the activation link found in that e-mail message is clicked, the system creates the user account. The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page appears once again.

*NOTE: All items marked with a red asterisk (*) in the Electronic Notice of Arrival/Departure (e-NOA/D) – Create Account page are required fields and must be completed for the record to be considered complete. The system is case sensitive. When information is asked for during logon or account management, the data entered must match the data entered in the **Create Account** fields exactly.*

Figure 3 The Electronic Notice of Arrival/Departure (e-NOA/D) – Create Account Page

To create a user account, perform the following steps:

In the **Create User Account** section:

1. Enter a *{User Name}* in the **Choose a User Name** text box. This field is required, and it accepts free text data.

NOTE: A user name must contain a minimum of 5 to a maximum of 16 characters.

2. Enter a *{Password}* in the **Choose a Password** text box. This field is required, and it accepts free text data.

NOTE: A password must contain a minimum of 8 to a maximum of 16 characters. None of the characters can be a blank space. The password can contain letters, numbers, or one of the following American Standard Code for Information Interchange ASCII characters: @, #, $, %, ^, &, *, /, !, ?, or +.

3. Enter the *{User's Password}* again in the **Confirm Password** text box. This field is required, and it accepts free text data.

4. Enter the *{User's E-mail Address}* (where you wish to receive the receipt confirmation e-mail message) in the **Enter a Valid E-Mail Address** text box.

In the **Authentication Questions** section:

1. Enter the *{First Challenge Question}* in the **Challenge Question 1** text box. This field is required, and it accepts free text data. (This and the next questions are used to validate users in the case that their password is lost.)

NOTE: You supply both of the challenge questions.

2. Enter an *{Answer to the First Challenge Question}* in the **Answer 1** text box. This field is required, and it accepts free text data.

3. Enter a *{Second Challenge Question}* in the **Challenge Question 2** text box. This field is required, and it accepts free text data.

4. Enter an *{Answer to the Second Challenge Question}* in the **Answer 2** text box. This field is required, and it accepts free text data.

In the **User Information** section:

1. Enter the *{User's First Name}* in the **First Name** text box. This field is required, and it accepts free text data.

2. Enter the *{User's Last Name}* in the **Last Name** text box. This field is required, and it accepts free text data.

3. Enter the *{Name of the User's Organization}* in the **Name of Organization** text box. This is a free text field.

4. Enter the *{User's Telephone Number}* in the **Telephone** text box. This field is required, and it accepts free text data.

5. Enter the *{User's Fax Number}* in the **Fax** text box. This is a free text field.

6. Click the **Submit** button to create the user account.

   The following message appears:

   `You have successfully created your account. You will receive an account activation e-mail message shortly. Please click the link in the e-mail message to activate your account.`

   *An e-mail message containing the account activation link is sent to the e-mail address entered in the **Create User Account** section.*

7. Click the **Return to Login** button to return to the Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page.

   The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page appears.

8. Open your *{E-mail Application}*, open the **e-NOA/D Account Activation** e-mail message, and then click on the **Activation Link** found in that message.

NOTE: This e-mail message is sent automatically by the system. Do not send a reply.

   The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page appears with the following message:

   `Your e-NOA/D account has been activated. You may now logon.`

Your new logon credentials are now ready to be used to log on to the e-NOA/D application.

Validating the User's Identity

Along with providing you the capability to create and maintain your own account, the e-NOA/D application provides help in the event a new password is needed.

Click the **here** link (as illustrated in the following figure), and the e-NOA/D application presents the challenge questions previously created on the Electronic Notice of Arrival/Departure (e-NOA/D) – Create Account page. Once the correct answers are provided, the e-NOA/D application produces a **Change Password** screen, where the password can be changed.

Figure 4 Validating the User's Identity

To validate your user identity, perform the following steps on the Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page:

1. Enter the *{User Name Created in the Create Account Screen}* in the **User Name** text box.

2. Click the **here** link.

   The Authentication Questions screen appears with the challenge questions as read only.

3. Enter the *{Answer to the First Challenge Question}* in the **Answer 1** text box. This field is required, and it accepts free text data.

4. Enter the *{Answer to the Second Challenge Question}* in the **Answer 2** text box. This field is required, and it accepts free text data.

WARNING: The Answer fields are case sensitive. The answer must be entered exactly as they were entered on the Create User Account section on the Electronic Notice of Arrival/Departure (e-NOA/D) – Create Account page.

5. Click the **Submit** button.

   *The Change Password screen appears with the **User Name** as read only.*

6. Enter the *{New Password}* in the **New Password** text box. This field is required, and it accepts free text data.

7. Enter the *{New Password}* again in the **Confirm New Password** text box. This field is required, and it accepts free text data.

8. Click the **Submit** button.

The following message appears: `Password Change Successful. Click here to login.`

9. Click the **here** link.

> *The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page appears.*

THE E-NOA/D LOGON AND MENU WEB PAGES

The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page is the starting point for preparing and submitting an e-NOA/D. The instructions for accessing this page are described in the *Accessing the e-NOA/D Application* section.

NOTE: *Your user account must have been created, as described in the Creating a New Account section, to be able to follow these steps.*

This section of the user guide provides instructions on logging on, reusing previously submitted e-NOA/Ds, and creating and completing each section of a new e-NOA/D.

The information and instructions in this section are used every time an e-NOA/D is submitted.

The Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web Page

To logon to the e-NOA/D application, perform the following steps on the on the Electronic Notice of Arrival/Departure (e-NOA/D) – Logon Web page (see Figure 5 to follow):

1. Enter the *{User Name}* in the **User Name** text box.

2. Enter the *{Password}* in the **Password** text box.

NOTE: *The Password field is case sensitive, so it must contain an exact match of the upper and/or lower case of all letters as they were entered in the Create User Account section on the on the Electronic Notice of Arrival/Departure (e-NOA/D) – Create Account page.*

3. Click the **Logon** button.

   The Electronic Notice of Arrival/Departure (e-NOA/D) – List page appears.

Figure 5 Logging On

The Electronic Notice of Arrival/Departure (e-NOA/D) – List Page

The Electronic Notice of Arrival/Departure (e-NOA/D) – List page offers many choices. It provides the link used to open a new e-NOA/D, a link to the site where the user account is managed, and two data grids: one that lists e-NOA/Ds that have been completed and submitted, and another that contains e-NOA/Ds that have been saved but not submitted. The following figure illustrates the Electronic Notice of Arrival/Departure (e-NOA/D) – List page, as it appears the first time it is entered. Once an e-NOA/D has been submitted, the look of the page will change.
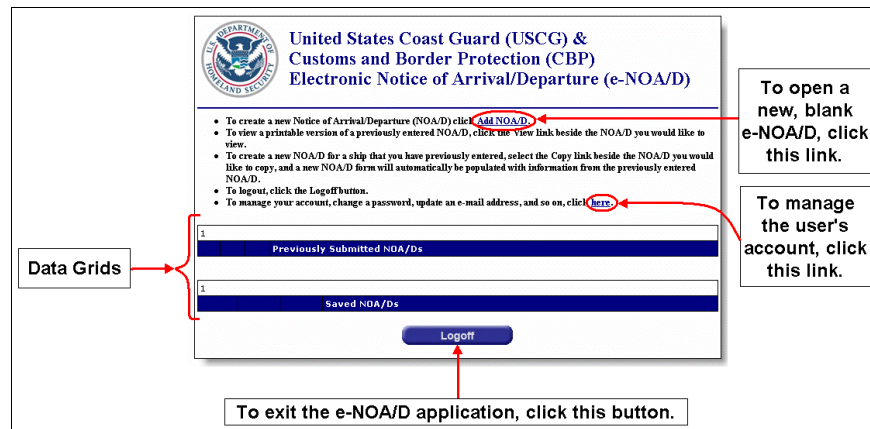
Figure 6 First Visit to the Electronic Notice of Arrival/Departure (e-NOA/D) – List Page

The instructions for using the Previously Submitted NOA/Ds and Saved NOA/Ds data grid can be found in the *Previously Submitted NOA/Ds and Saved NOADs Data Grid* section.

Managing Your Account

By clicking the <u>here</u> link, the e-NOA/D application allows you to manage your account information, update or change the authentication questions, and/or update or change the password. The <u>here</u> link is illustrated in the following figure.
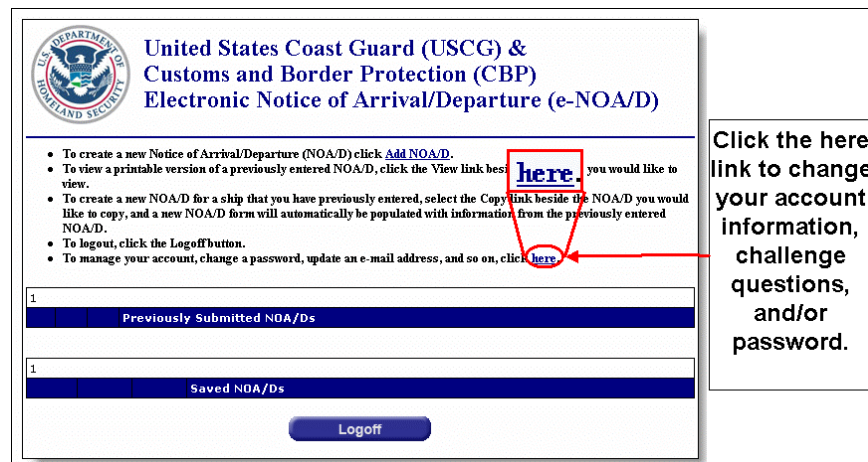
Figure 7 The <u>here</u> Link

To manage your user account information, perform the following steps:

1. Click the **here** link.

   The Electronic Notice of Arrival/Departure (e-NOA/D) – Manage Account page appears similar to the following figure.

Figure 8 The Manage Account Screen

2. Make all of the necessary changes.

NOTE 1: *If the authentication questions or the password is to be changed, select the appropriate check box to indicate a change is to be made.*

NOTE 2: *If the record is not to be added, click the **Back** button.*

3. Click the **Save** button.

   The e-NOA/D application will audit the Electronic Notice of Arrival/Departure (e-NOA/D) – Manage Account fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly what data is missing. Once all required information is entered, the e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – List page.

Creating a New e-NOA/D

To complete an e-NOA/D for the first time for a vessel, click the **Add NOA/D** link and a blank Vessel Detail Entry screen will appear. **Figure 9, The Add NOA/D Link** shows the location of the **Add NOA/D** link on the Electronic Notice of Arrival/Departure (e-NOA/D) – List page. The *Preparing and Submitting an e-NOA/D* section that follows provides step-by-step instructions for completing and submitting the e-NOA/D.
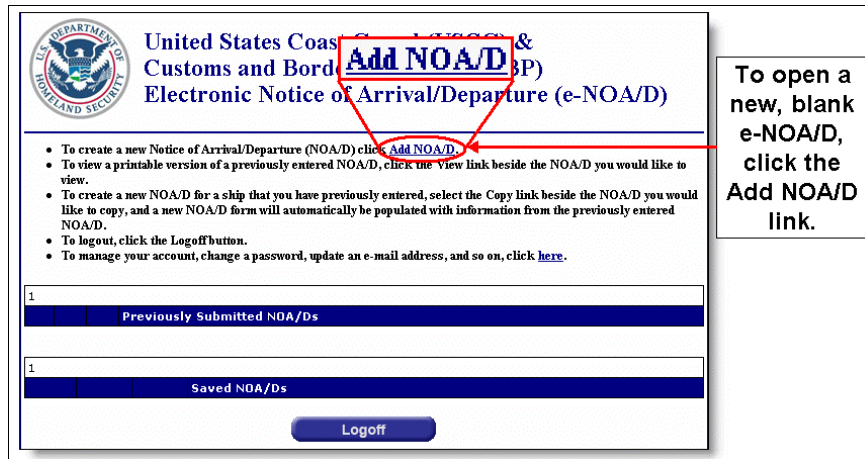
Figure 9 The Add NOA/D Link

PREPARING AND SUBMITTING AN e-NOA/D

An e-NOA/D submission provides information required by both the USCG and the CBP and must be completed correctly to comply with the appropriate Federal regulations.

The following sections of the user guide provide step-by-step directions explaining how to complete each field in the e-NOA/D and provide a description of what information is required. After the description, each section will contain:

- Detailed instructions for entering data in the fields

- A figure illustrating what the section looks like

- Instructions on completing the fields

- A link to and/or a title of the Federal regulation(s) that requires the information.

Throughout the e-NOA/D, unless otherwise instructed, assume all free text fields accept alpha characters, numeric characters, spaces, and dashes. The values for the drop-down list fields are selected from the menus that are produced by clicking the down arrow .

NOTE: *All items marked with a red asterisk (*) in the e-NOA/D are required fields and must be completed for the record to be considered complete.*

Vessel Detail Entry Screen

The **Vessel Detail Entry Screen** section allows you, the submitter, to provide information about the vessel and to confirm the operational state of its equipment.

NOTE: *The list of equipment and the requirements for that equipment can be found in 33 CFR 164.35 and generally applies to vessels 1,600 gross tons or greater.*

The Document of Compliance (DOC) Certificate, along with the Safety Management Certificate (SMC), verifies technical compliance with the ISM Code. The ISM code is recognized internationally as one of the highest standards for safety and for the protection of the environment for shipping-related organizations. Owners are required to maintain a SMC both ashore and onboard the vessel in order to ensure compliance with the ISM Code. This section of the e-NOA/D provides evidence that the owner, operator, or manager of the vessel has a valid DOC.

The fields contained in the Vessel Detail Entry Screen appear for both an arrival and a departure submission, as shown in the following figure.

Figure 10 The Vessel Detail Entry Screen

Federal Regulations:

The Federal regulations governing the Vessel Detail Entry Screen can be found at the following locations:

- Link to 33 CFR Part 160, [USCG-2002-11865], Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to 33 CFR Part 160, Addendum, http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf

- Link to 33 CFR 164.35 *http://www.access.gpo.gov/nara/cfr/waisidx_01/33cfr164_01.html*

- SOLAS 1974, Chapter IX, 1 July 1998

- Link to 8 CFR Parts 217, 231, and 251; and 19 CFR Parts 4, 122, and 178, http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

1. Enter the *{Name of the Vessel}* in the **Ship Name** text box. This field is required, and it accepts free text data.

2. Enter the *{Call Sign of the Vessel}* in the **Call Sign** text box. This field is required, and it accepts free text data.

3. Enter the *{Identification Number (ID) of the Vessel}* in the **ID Number** text box. This field is required, and it accepts free text data.

4. Click the down arrow on the **ID Type** field, and then select the *{Type of ID}* from the drop-down list. This is a required field.

5. Enter the *{Name of the Owner of the Vessel}* in the **Owner** text box. This field is required, and it accepts free text data.

6. Enter the *{Name of the Operator of the Vessel}* in the **Operator** text box. This field is required, and it accepts free text data.

7. Click the down arrow on the **Flag** field, and then select the *{Vessel's Flag}* from the drop-down list. This is a required field.

8. Click the down arrow on the **Class Society** field, and then select the *{Vessel's Classification Society}* from the drop-down list. This is a required field.

9. Enter the *{Name of the Vessel's Charterer}* in the **Vessel Charterer** text box. This field is required, and it accepts free text data.

10. Click the down arrow on the **Oper Condition of Equipment** field, and then select the *{Operational Condition of the Equipment}* from the drop-down list. This is a required field.

11. If **Not Operational** is selected, then enter a *{Description of the Equipment which is Not Operational}* in the **If not operational, describe** text box. This is a free text field.

To complete the **Document of Compliance Certificate** section, perform the following steps:

1. Click the down arrow on the **Agency** field, and then select the *{Name of the Agency who Issued the Document of Compliance Certificate}* from the drop-down list.

2. Enter the *{Date the Document of Compliance Certificate was Issued}* in the **Issue Date** text box. This field accepts free text data, and the format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

3. Enter the *{Date the Document of Compliance Certificate will Expire}* in the **Expiration Date** text box. This field accepts free text data, and the format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

To complete the **Safety Management Certificate** section, perform the following steps.

1. Click the down arrow on the **Agency** field, and then select the *{Name of the Agency who Issued the Safety Management Certificate}* from the drop-down list.

2. Enter the *{Date the Safety Management Certificate was Issued}* in the **Issue Date** text box. This field accepts free text data, and the format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

3. Enter the *{Date the Safety Management Certificate will Expire}* in the **Expiration Date** text box. This field accepts free text data, and the format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

*NOTE: If the record is not to be added, click the **Back** button.*

4. Click the **Save** button.

> *The e-NOA/D application will audit the **Vessel Detail Entry Screen** fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly what data is missing. Once all required information is entered, the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page appears.*

> *The **Vessel Details** button will be blue.*

The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu Page

The buttons on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page allow you to move around in an e-NOA/D (either as it is being created, or as it is being updated and/or viewed) without being required to view a long page of fields. When the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page appears for the first time, it is similar to the following figure.

Once the Vessel Detail Entry Screen section has been completed and saved, the e-NOA/D application adds the vessel's name to each page's name.

United States Coast Guard (USCG) & Customs and Border Protection (CBP) Electronic Notice of Arrival/Departure (e-NOA/D)

Vessel: Visual Sea

Red buttons indicate that the minimum information requirements have not been met. However, please check each section thoroughly. Many submitters will need to complete more sections based on the regulatory requirements affecting the particular vessel/voyage.

A Blue button indicates no required information is missing from any of the fields in the section.

A Red button indicates required information is missing from one or more fields in the section.

Vessel Details
Reporting Party
Arrival/Departure Port
Crew Manifest
Passenger Manifest
Cargo Manifest
Last Five Foreign Ports
ISSC
ENOAD Printable Version
Return To List

A copy of the e-NOA/D can be printed by clicking this button.

To exit an e-NOA/D without completing it and return to the List page, click this button.

Figure 11 The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu Page

A red button indicates that particular section of the e-NOA/D has required fields that are incomplete. Therefore, the system will not allow the e-NOA/D to be submitted until the required fields are completed.

A blue button indicates that particular section of the e-NOA/D does not have any required fields that are incomplete, and the system will allow it to be submitted. Some of the sections contain required fields, but the button is blue (for instance, **ISSC**) because the information is not required from all vessels.

If an e-NOA/D cannot be completed in one session, the minimum amount of information that must be entered before it can be saved consists of the fields found in the **Vessel Detail** page (which is the screen that appears when the **Add NOA/D** link is clicked). Once this information is entered and the **Save** button is clicked, a new e-NOA/D is created. On the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page, click the **Return to List** button, and the screen returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – List page. The e-NOA/D just

To print a hard copy of the e-NOA/D, click the **ENOAD Printable Version** button. The *Printing an e-NOA/D* section gives detailed instructions for performing this function.

To go to the next section, click the **Reporting Party** button.

Reporting Party Entry Screen

An e-NOA/D submission provides information about the vessel, the vessel's personnel, and about you, the person submitting the e-NOA/D. Typically, the person responsible for submitting the e-NOA/D is the owner, agent, master, operator, or person in charge of the vessel. This section of the e-NOA/D provides information about you, the reporting party.

Along with the reporting party information, this screen allows you to indicate a vessel's location or position at the time of reporting. This information can be provided in one of two ways:

- By entering text that describes the vessel's location

- By selecting the vessel's latitude and longitude from drop-down lists.

The fields contained in the Reporting Party Entry Screen appear for both an arrival and a departure submission, as shown in the following figure.

Figure 12   Reporting Party Entry Screen

Federal Regulations:

The Federal regulation governing the Reporting Party Entry Screen can be found at the link to 33 CFR Part 160, [USCG-2002-11865], Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf.

To complete the **Reporting Party Entry Screen**, perform the following steps:

1. Enter the *{Name of the Reporting Party}* in the **Name** text box. This field is required, and it accepts free text data.

2. Enter the *{Fax Number of the Reporting Party}* in the **Fax #** text box. This is a free text field.

3. Enter the *{Name of the Reporting Party's Organization}* in the **Organization/Company** text box. This is a free text field.

4. Enter the *{Telephone Number of the Reporting Party}* in the **Telephone #** text box. This is a free text field.

5. Enter the *{E-mail Address of the Reporting Party}* in the **Email** text box. This field is required, and it accepts free text data.

NOTE: *The e-mail address used by the e-NOA/D application is taken from the **Email** field in this section. This field must contain a valid e-mail address in order to receive a confirmation that the e-NOA/D has been received.*

To complete the Vessel Location Description Screen, perform the following steps:

1. Either:

   - Enter a *{Description of the Vessel's Location}* in the **Location Description** text box. This is a free text field. Port data, place and country data, or waterway and mile marker can be entered.

2. Or:

   - Click the down arrows on the **Latitude** fields, and then select the *{Latitude of the Vessel}* from the drop-down lists. See Table 1 for formatting explanations.

   - Click the down arrows on the **Longitude** fields, and then select the *{Longitude of the Vessel}* from the drop-down lists. See Table 1 for formatting explanations.

Table 1 Formatting of the Coordinates Fields

Coordinate Indicator	Compass Direction	Hour	Minute	Second
Latitude	N or S	Latitude Hour	Latitude Minute	Latitude Second
Longitude	E or W	Longitude Hour	Longitude Minute	Longitude Second

*NOTE: If the record is not to be added, click the **Back** button.*

3. Click the **Save** button.

   The e-NOA/D application will audit the Reporting Party Entry Screen fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly what data is missing. Once all required information is entered, the e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

   *The **Reporting Party** button will be changed to blue similar to the following figure.*

**Figure 13 The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu Page
Indicating the Reporting Party Section is Complete**

4. Click the **Arrival/Departure Port** button.

Arrival/Departure Port Entry Screen

The Arrival/Departure Port Entry Screen allows you, the submitter of the e-NOA/D, to report on the current voyage.

The system requires different voyage information for an NOA than it does for an NOD. This screen allows you to tell the system what type of notice and what type of voyage for which the e-NOA/D is being submitted. The selections made in these fields impact the majority of the questions that are presented in the rest of this screen.

Some of the fields contained in the Arrival/Departure Port Entry Screen appear for both an arrival and a departure submission, some appear for an arrival submission only, and some appear for a departure submission only.

Federal Regulations:

The Federal regulations governing the **Arrival/Departure Port Entry Screen** can be found in the following locations:

- Link to 33 CFR Part 160, [USCG-2002-11865], Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to 33 CFR Part 160, July 1, 2003 Addendum, http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf

- Section 19.1 of Part A of the ISPS Code, SOLAS Chapter XI-2, ISPS Code, Part A

- Link to 8 CFR Parts 217, 231, and 251; and 19 CFR Parts 4, 122, and 178, http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

Arrival e-NOA/D Submission

If the e-NOA/D is to report an arrival, the following fields and sections appear:

- **Notice Type**, **Voyage Type**, and **Voyage Number** fields

- **Arrival Information**

- **Last Port of Call Information**

- **24-Hour Point of Contact Information**.

The Arrival/Departure Port Entry Screen for an arrival submission appears similar to the following figure.

**Figure 14 The Arrival/Departure Port Entry Screen
for an Arrival Submission**

Notice Type and Voyage Type

The selections made in the **Notice Type** field and in the **Voyage Type** field are used by the system to determine which sections are presented and which fields are required. These two fields appear for both an arrival and a departure submission. Table 2 demonstrates how the selection in the **Notice Type** field and the selection in the **Voyage Type** field work together. Table 3 provides definitions of the types of voyages.

Table 2 Appropriate Arrival and Departure Selections

Notice Type	Voyage Type
If selected-	Then must be selected-
Arrival	Foreign to US
Arrival	US to US
Departure	US to US
Departure	US to Foreign

Table 3 Definitions of Voyage Types

Voyage Type	Definition
Foreign to US	Foreign to US indicates the vessel is arriving from a foreign port to a U.S. port. The e-NOA/D application produces **NOA** fields.
US to US	US to US indicates a coastwise voyage and that the vessel is traveling from one U.S. port to another U.S. port. The e-NOA/D application treats this e-NOA/D as either a **NOA** submission or a **NOD** submission, depending on the selection made in the **Notice Type** field.
US to Foreign	US to Foreign indicates the vessel is leaving a U.S. port for a foreign destination. Choosing this selection produces **NOD** fields.

To complete the **Notice Detail** and **Voyage Type** fields, perform the following steps:

1. Click the down arrow in the **Notice Type** field, and then select the *{Notice Type}* from the drop-down list. This is a required field. (See the **Warning** message in the *Updating an Existing e-NOA/D* section for further information regarding this field.)

*NOTE: The system will present only an appropriate selection in the **Voyage Type** field in response to the selection made in the **Notice Type** field. For example, if Arrival is selected in the **Notice Type** field, then the **Voyage Type** field will contain only Foreign to US or US to US.*

2. Click the down arrow in the **Voyage Type** field, and then select the *{Voyage Type}* from the drop-down list. This is a required field.

3. Enter the *{Number of the Voyage}* in the **Voyage Number** text box. This is a free text field.

NOTE: This field allows the company's unique voyage number (if the vessel makes multiple trips between ports in 1 day) to be entered. Up to 17 letters, numbers, zeros, spaces, and dashes can be entered in this field.

Arrival Information

Vessels bound for U.S. ports are required to submit an NOA and/or NOD either 96 or 24 hours before they enter port, depending upon normal transit time. The e-NOA/D must contain an arrival manifest stating the ship's destination and arrival time—the fields found in the **Arrival Information** section.

*NOTE: The time and date information in the **Arrival Date** and **Arrival Time** fields are estimated. If, for some reason, the time listed in the **Arrival Time** field should change 6 hours or more, or the date listed in the **Arrival Date** field should change after the e-NOA/D is submitted and that e-NOA/D is still active, the NVMC must be notified and provided a notice of change.*

To complete the **Arrival Information** section, perform the following steps:

1. Enter the *{Name of the City in which the Vessel will be Arriving}* in the **City** text box. This field is required, and it accepts free text data.

2. Click the down arrow on the **State** field, and then select the *{Name of the State in which the Vessel will be Arriving}* from the drop-down list. This is a required field.

3. Click the down arrow on the **Arrival Port** field, and then select the *{Name of the Port in which the Vessel will be Arriving}* from the drop-down list. This is a required field.

4. If no port was selected in the **Arrival Port** field, then enter the *{Name of the Place in which the Vessel will be Arriving}* in the **Arrival Place** text box. This field is required if no **Arrival Port** is selected, and it accepts free text data.

5. Enter the *{Name of the Anchorage for the Vessel}* in the **Anchorage** text box. This is a free text field.

6. Enter the *{Name of the Facility which will Receive the Vessel}* in the **Receiving Facility** text box. This field is required, and it accepts free text data.

7. Enter the *{Date of Arrival for the Vessel}* in the **Arrival Date** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

8. Enter the *{Time of Arrival for the Vessel}* in the **Arrival Time** text box. This field is required, and it accepts free text data. The format for the time is the 24-hour clock, *{hh:mm}* (it must contain the colon) (for example, **17:00**).

NOTE: The arrival time listed must be local time.

9. Enter the *{Date of Departure for the Vessel}* in the **Departure Date** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

10. Enter the *{Time of Departure for the Vessel}* in the **Departure Time** text box. This field is required, and it accepts free text data. The format for the time is the 24-hour clock, *{hh:mm}* (it must contain the colon) (for example, **17:00**).

Last Port of Call Information

You are required to identify the most recent stop the vessel made before this particular arrival.

To complete the **Last Port of Call Information** section, perform the following steps:

1. Click the down arrow on the **Country** field, and then select the *{Name of the Country which was the Vessel's Last Port of Call}* from the drop-down list. This is a required field.

NOTE: *The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The e-NOA/D application then activates the **State** field, and a drop-down list is produced from which the correct state can be chosen.*

2. Click the down arrow on the **State** field, and then select the *{Name of the State which was the Vessel's Last Port of Call}* from the drop-down list. This field is required if **UNITED STATES** is selected in the **Country** field.

3. Click the down arrow on the **Port** field, and then select the *{Name of the Port which was the Vessel's Last Port of Call}* from the drop-down list. This is a required field.

4. If no port was selected in the **Port** field, then enter the *{Name of the Place which was the Vessel's Last Port of Call}* in the **Place** text box. This field is required if no **Port** is selected, and it accepts free text data.

5. Enter the *{Date of Arrival at the Last Port of Call}* in the **Arrival Date** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

6. Enter the *{Date of Departure from the Last Port of Call}* in the **Departure Date** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

24-Hour Point of Contact Information

You must provide the name and telephone number of a 24-hour Point of Contact (POC) for each vessel. The name of a POC does not need to be provided for each port, nor is he/she required to be located at the port listed in the e-NOA/D.

To complete the **24-Hour Point Of Contact Information** section, perform the following steps:

1. Enter the *{Name of a 24-Hour POC}* in the **POC Name** text box. This field is required, and it accepts free text data.

2. Enter the *{Name of the POC's Company}* in the **POC Company** text box. This field accepts free text data.

3. Enter the *{E-mail Address of the POC}* in the **POC Email** text box. This field accepts free text data.

4. Enter the *{24 Hour Telephone Number for the POC}* in the **POC 24-Hr Phone** text box. This field is required, and it accepts free text data.

5. Enter the *{Fax Number of the POC}* in the **POC Fax** text box. This field accepts free text data.

NOTE: *If the record is not to be added, click the **Back** button.*

6. Click the **Save** button.

> *The e-NOA/D application will audit the Arrival/Departure Port Entry Screen fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly what data is missing. Once all required information is entered, the e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page with the **Arrival/Departure Port** button changed to blue similar to the following figure.*

Figure 15 The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu Page Indicating the Arrival/Departure Port Section is Complete

A Departure e-NOA/D Submission

If the e-NOA/D is to report a departure, the following fields and sections appear:

- **Notice Type**, **Voyage Type**, and **Voyage Number** fields
- **Departure Information**
- **Next Port of Call Information**
- **24-Hour Point of Contact Information**.

The Arrival/Departure Port Entry Screen for a departure submission appears similar to the following figure.

**Figure 16 The Arrival/Departure Port Entry Screen
For a Departure Submission**

Notice Type and Voyage Type

For instructions on completing the **Notice Type** and **Voyage Type** fields, see the *Notice Type and Voyage Type* section.

Departure Information

You must provide a departure manifest for the vessel as it enters a U.S. port.

NOTE: *The time and date data in these fields is again estimated. If the departure time changes 6 hours or more from the time listed on the e-NOA/D, and it is still active, a notice of change must be sent to the NVMC.*

To complete the **Departure Information** section, perform the following steps:

1. Enter the *{Name of the City from which the Vessel is Departing}* in the **City** text box. This field is required, and it accepts free text data.

2. Click the down arrow on the **State** field, and then select the *{Name of the State from which the Vessel is Departing}* from the drop-down list. This is a required field.

3. Click the down arrow on the **Departure Port** field, and then select the *{Name of the Port from which the Vessel is Departing}* from the drop-down list. This is a required field.

4. If no port was selected in the **Departure Port** field, then enter the *{Name of the Place from which the Vessel is Departing}* in the **Departure Place** text box. This field is required if no **Departure Port** is selected, and it accepts free text data.

5. Enter the *{Date of the Vessel's Departure}* in the **Departure Date** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

6. Enter the *{Time of the Vessel's Departure}* in the **Departure Time** text box. This field is required, and it accepts free text data. The format for the time is the 24-hour clock, *{hh:mm}* (it must contain the colon) (for example, **17:00**).

Next Port of Call Information

You are required to identify the vessel's next port or place, the estimated date and time of arrival at that port or place, and the country where the port or place is located.

To complete the **Next Port of Call Information** section, perform the following steps:

1. Click the down arrow on the **Country** field, and then select the *{Name of the Country which is the Vessel's Next Port of Call}* from the drop-down list. This is a required field.

*NOTE: The **State** field is deactivated until **UNITED STATES** is selected in the **Country** field. The e-NOA/D application then activates the **State** field, and a drop-down list is produced from which the correct state can be chosen.*

2. Click the down arrow on the **State** field, and then select the *{Name of the State which is the Vessel's Next Port of Call}* from the drop-down list. This field is required if **UNITED STATES** is selected in the **Country** field.

3. Click the down arrow on the **Port** field, and then select the *{Name of the Port which is the Vessel's Next Port of Call}* from the drop-down list. This is a required field.

4. If no port was selected in the **Port** field, then enter the *{Name of the Place which is the Vessel's Next Port of Call}* in the **Place** text box. This field is required if no **Port** is selected, and it accepts free text data.

5. Enter the *{Date of Arrival at the Next Port of Call}* in the **Arrival Date** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

6. Enter the *{Time of Arrival at the Next Port of Call}* in the **Arrival Time** text box. This field is required, and it accepts free text data. The format for the time is the 24-hour clock, *{hh:mm}* (it must contain the colon) (for example, **17:00**).

24-Hour Point of Contact Information

For instructions on completing the **24-Hour Point of Contact Information** section, see the *24-Hour Point of Contact Information* section.

Crew Manifest Screen

All persons who are onboard a vessel and who are there to provide navigation, maintenance of its machinery, systems, and arrangements essential for propulsion and safe navigation, or services for other persons onboard the vessel must be listed in this section of the e-NOA/D.

The fields contained in the Crew Manifest Screen appear for both an arrival and a departure submission.
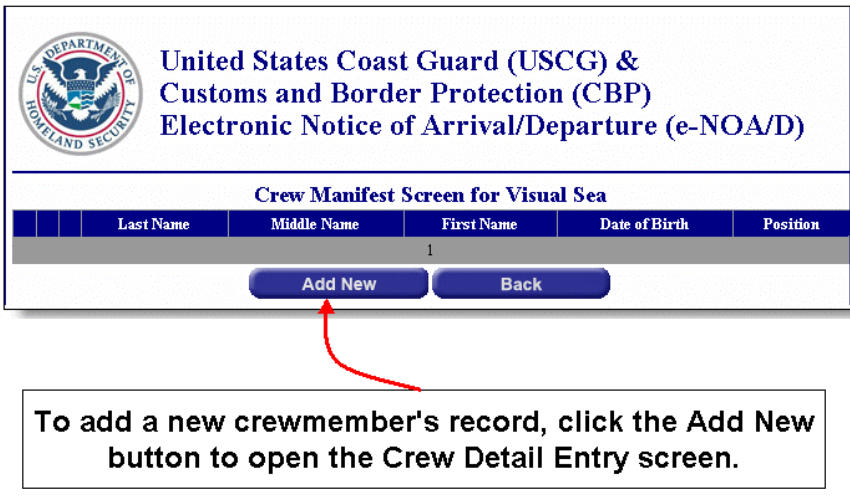
Federal Regulations:

The Federal regulations governing the Crew Manifest Screen can be found at the following locations:

- Link to 33 CFR Part 160, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- 19 CFR 4.7(a)

- Customs Form 1302

- Link to 8 CFR Parts 217, 231, and 251; and 19 CFR Parts 4, 122, and 178, http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

Adding crewmember data to the e-NOA/D is a multiple-step process consisting of:

- Telling the e-NOA/D application that a crewmember record is to be added (see Figure 17, The Crew Manifest Screen Data Grid)

- Completing the **Crew Detail Entry Screen** by filling the fields in all four sections— **Crew Details Information**, **Identification Information**, **Embark Information**, and **Debark Information** (see Figure 18, The Crew Detail Entry Screen

- Inserting the record into the e-NOA/D (see Figure 18. The Crew Detail Entry Screen

- Editing, viewing, and/or deleting the **Crew Details** record (optional) (see Figure 19, Crew Manifest Screen Data Grid with Edit, View, and Delete Links.

1. To open the Crew Manifest Screen data grid, click the **Crew Manifest** button on the Electronic Notice of Arrival/Departure (e-NOA/D) Menu page.

    The Crew Manifest Screen data grid appears similar to the following figure.

Figure 17 The Crew Manifest Screen Data Grid

2. Click the **Add New** button.

The Crew Detail Entry Screen appears, containing crewmember-related questions, similar to the following figure.

Figure 18 The Crew Detail Entry Screen

To complete the **Crew Details Information** section, perform the following steps:

1. Enter the *{Last Name of the Crewmember}* in the **Last Name** text box. This field is required, and it accepts free text data. The following rules apply to all the name fields in the e-NOA/D:

   - Hyphens (-) and spaces are allowed between multiple last names.

   - Do not enter an apostrophe in the **Last Name**, **First Name**, or **Middle Name** text boxes for a crewmember who has an apostrophe in his/her name (for example, O'Connor should be OConnor).

   - Titles (for example, Sr., Jr., or II) are considered unnecessary and should not be used.

   - Special characters, such as a period (.), a number sign (#), or an ampersand (&), are considered system errors and using them could affect the delivery of the e-NOA/D to the NVMC.

- Placing only an initial in the **First Name** text box will affect the system performance. If any crewmember's record is submitted in which only an initial is listed as the first name, be prepared to provide proof that the name is legally only an initial.

- For any crewmember who legally has only one name, that name should be placed in the **Last Name** text box with **FNU** placed in the **First Name** text box.

- Only Western English letters are allowed in all of the name text boxes. Any other characters could affect the delivery of the e-NOA/D to the NVMC.

2. Enter the *{First Name of the Crewmember}* in the **First Name** text box. This field is required, and it accepts free text data. The entry is based on the applicable rules above.

NOTE: If the first name is not known, enter: **FNU**

3. Enter the *{Middle Name of the Crewmember}* in the **Middle Name** text box, if known. This field accepts free text data.

4. Click the down arrow on the **Position** field, and then select the *{Crewmember's Position on the Vessel}* from the drop-down list. This is a required field.

NOTE: When information changes in an e-NOA/D that has previously been submitted and is still active, a notice of change must be submitted to the NVMC—except in certain cases. Updates do not need to be submitted if there has been a change to any crewmember's position or duties on the vessel.

5. Click the down arrow on the **Nationality** field, and then select the *{Name of the Nationality for the Crewmember}* from the drop-down list. This is a required field.

*NOTE: One cannot assume that the country listed in the **Issue Country** field—the country that issued the travel document—in the **Identification Section** is the same as the crewmember's nationality.*

6. Click the down arrow on the **Country of Residence**, and then select the *{Name of the Country of Residence for the Crewmember}* from the drop-down list. This is a required field and is based on the applicable rules below.

- For departure submissions, the country of residence is not required.

- The country of residence is where a crewmember lives the majority of the year.

7. Enter the *{Date of Birth for the Crewmember}* in the **DOB** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**). The entry is based on the applicable rules below.

- The date of birth indicated in the official travel document should be used when collecting and sending a crewmember's date of birth.

- If a crewmember only has or only knows his/her year of birth but not the exact month and/or day, use January 1 in those cases. For example, select the year they were born, *{YYYY}*, and then enter: **01** for the month and **01** for the day.

- Fictitious dates of birth (such as 999999 or 000000) are considered system errors and will affect the system performance.

8. Select the *{Crewmember's Gender}* in the **Gender** field. This is a required field.

To complete the **Identification Information** section, perform the following steps:

1. Enter the *{ID Number of the Crewmember}* in the **ID Number** text box. This field is required, and it accepts free text data and up to 12 alphanumeric characters. The entry is based on the applicable rules below.

    - U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require an ID number. However, it is strongly encouraged to include a passport number, if available.

    - All persons entering the U.S. from Cuba require an ID number.

    - Only Western English letters and numbers are allowed in the **ID Number** field.

    - If a travel document's number contains hyphens (-), slashes (/), and/or spaces, disregard them. Do not include them in the document number.

    - Information, such as a driver's license number, or entries, such as **Passport** or **Birth Certificate**, should not be included in the **ID Number** field.

    - U.S. and Canadian citizens entering or departing the U.S. from/to another Western Hemisphere country are not required by the CBP to provide an ID number, although it is encouraged to provide a passport number, if available. However, it is required of all persons entering the U.S. from or departing to Cuba to provide an ID number and ID type.

2. Click the down arrow on the **ID Type** field, and then select the *{Type of ID Presented by the Crewmember}* from the drop-down list. This is a required field. The entry is based on the applicable rules below.

    - The order of preference for travel documents listed in the **ID Type** field is as follows:
        a. Passport (U.S. or Non-U.S. Document)
        b. U.S. Alien Registration Card/U.S. Permanent Resident Card (U.S. Document)
        c. U.S. Mariner Document (U.S. Document)
        d. Foreign Mariner Document (Non-U.S. or Canadian Document).

    - If a person has both an ID type of A and B from the list above, ID type A must be sent.

    - U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require an **ID Type**. However, it is strongly encouraged to include a passport number, if available.

    - All persons entering the U.S. from or departing to Cuba require the **ID Type** field be completed.

    - Missing or invalid travel document types may be considered a system error and may affect the delivery of the e-NOA/D to the NVMC.

3. Click the down arrow on the **Issue Country** field, and then select the *{Name of the Country that Issued the Crewmember's ID}* from the drop-down list. The entry is based on the applicable rules below.

    - **ID Type**—U.S. Alien Registration Card/U.S. Permanent Resident Card and U.S. Mariner Document are always **United States**.

    - **Issue Country**—name for U.S. Territories (for example, Puerto Rico (PR) and U.S. Virgin Islands (VI) is always **United States**.

4. Enter the *{Date the ID Document Will Expire}* in the **Expiration Date** text box. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**). The entry is based on the applicable rules below.

    - The expiration date for the identification document is required for both arrival and departure notices.

    - The expiration date is only required for travelers who are using their passport as their official travel document.

To complete the **Embark Information** section, perform the following steps:

*NOTE: The **Embark Information** section provides information on the foreign port or place where the crewmember's transportation to the U.S. began.*

1. Click the down arrow on the **Embark Country** field, and then select the *{Name of the Country where the Crewmember Embarked}* from the drop-down list. This is a required field.

*NOTE: The **Embark State** field is deactivated until **UNITED STATES** is selected in the **Embark Country** field. The e-NOA/D application then activates the **Embark State** field, and a drop-down list is produced from which the correct state can be chosen.*

2. Click the down arrow on the **Embark State** field, and then select the *{Name of the State where the Crewmember Embarked}* from the drop-down list.

3. Click the down arrow on the **Embark Port** field, and then select the *{Name of the Port where the Crewmember Embarked}* from the drop-down list. This is a required field.

4. If no port was selected in the **Embark Port** field, then enter the *{Name of the Place where the Crewmember Embarked}* in the **Embark Place** text box. This field is required if no **Embark Port** is selected, and it accepts free text data.

5. Enter the *{Date the Crewmember Embarked}* in the **Embark Date** text box. This is a required field. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

To complete the **Debark Information** section, perform the following steps:

*NOTE: The **Debark Information** section provides information on the final foreign port or place of destination for in-transit crewmembers.*

1. Click the down arrow on the **Debark Country** field, and then select the *{Name of the Country where the Crewmember will Debark}* from the drop-down list.

NOTE: The **Debark State** *field is deactivated until* **UNITED STATES** *is selected in the* **Debark Country** *field. The e-NOA/D application then activates the* **Debark State** *field, and a drop-down list is produced from which the correct state can be chosen.*

2. Click the down arrow on the **Debark State** field, and then select the *{Name of the State where the Crewmember will Debark}* from the drop-down list.

3. Click the down arrow on the **Debark Port** field, and then select the *{Name of the Port where the Crewmember will Debark}* from the drop-down list.

4. If no port was selected in the **Debark Port** field, then enter the *{Name of the Place where the Crewmember will Debark}* in the **Debark Place** text box. This field accepts free text data.

5. Enter the *{Date the Crewmember will Debark}* in the **Debark Date** text box. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

NOTE: *If the record is not to be added, click the* **Back** *button.*

6. Click the **Save** button.

> *The e-NOA/D application will audit the* **Crew Detail Entry Screen** *fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly what data is missing. Once all required information is entered, the* **Crew Manifest Screen** *data grid appears, displaying the record similar to the following figure.*

Figure 19 Crew Manifest Screen Data Grid with Edit, View, and Delete Links

7. Click the **Back** button to return to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu.

Adding Additional Records

To continue adding crewmembers records, repeat from Step 2 of the **Crew Manifest Screen** section to Step 6 of the **Debark Information** section. Continue adding **Crew Details Entry Screen** records until all of the crewmembers' records have been added.

Editing a Previously Entered Record

1. If changes need to be made to a record, click the **Edit** link, as illustrated in Figure 19, Crew Manifest Screen Data Grid with Edit, View, and Delete Links.

    The record can be edited.

2. Make all of the necessary changes, and then click the **Save** button.

    The e-NOA/D returns to the Crew Manifest Screen.

Viewing a Previously Entered Record

1. To view a record only, click the **View** link, as illustrated in Figure 19, Crew Manifest Screen Data Grid with Edit, View, and Delete Links..

    The Crew Detail View Screen appears as read only.

2. Once finished viewing, click the **Back** button.

    The e-NOA/D returns to the Crew Manifest Screen.

Deleting a Crew Details Record

1. If a **Crew Details** record is no longer valid and needs to be deleted, click the **Delete** link, as illustrated in Figure 19, Crew Manifest Screen Data Grid with Edit, View, and Delete Links.

    The Microsoft Internet Explorer dialog box appears, asking for confirmation to delete the record.

2. Click **OK**.

    *The e-NOA/D returns to the Crew Manifest Screen and the **Crew Detail** record is removed from the data grid.*

3. Click the **Back** button to return to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

Passenger Manifest

Any person onboard a vessel, including passengers, who is not listed as a member of the crew, must be listed in this section of the e-NOA/D. The fields contained in the Passenger Manifest Screen appear for both an arrival and a departure submission.

Federal Regulations:

The Federal regulations governing the Passenger Manifest Screen can be found at the following locations:

*   Link to 33 CFR Part 160, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

*   19 CFR 4.7(a)

*   Customs Form 1302

- Link to 8 CFR Parts 217, 231, and 251; and 19 CFR Parts 4, 122, and 178, http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-6523.htm.

Adding passenger data to the e-NOA/D is a multiple-step process consisting of:

- Telling the e-NOA/D application that a passenger's record is to be added (see Figure 20, The Passenger Manifest Screen Data Grid)

- Completing the **Passenger Detail Entry Screen** by filling the fields in all five sections—**Non-Crew/Passenger Details Information**, **Identification Information**, **U.S. Address Information**, **Embark Information**, and **Debark Information** (see Figure 21, The Passenger Detail Entry Screen)

- Saving the record (see Figure 21, The Passenger Detail Entry Screen)

- Editing, viewing, and/or deleting the **Passenger Detail** record (optional) (see Figure 22, The Passenger Manifest Screen with Edit, View, and Delete Links

1. To open the Passenger Manifest Screen data grid, click the **Passenger Manifest** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

   The Passenger Manifest Screen data grid appears, similar to the following figure.

Figure 20 The Passenger Manifest Screen Data Grid

2. Click the **Add New** button.

   *The **Passenger Detail Entry Screen** appears containing non-crewmember and passenger-related questions similar to the following figure.*

Figure 21 The Passenger Detail Entry Screen

In the **Non-Crew & Passenger Details Information** section, perform the following steps:

1. Enter the *{Last Name of the Passenger}* in the **Last Name** text box. This field is required, and it accepts free text data. The following rules apply to all the name fields in the e-NOA/D:

   - Hyphens (-) and spaces are allowed between multiple last names.

   - Do not enter an apostrophe in the **Last Name**, **First Name**, or **Middle Name** text boxes for non-crewmember or passengers who have an apostrophe in their name (for example, O'Connor should be OConnor).

   - Titles (for example, Sr., Jr., or II) are considered unnecessary and should not be used.

   - Special characters, such as a period (.), a number sign (#), or an ampersand (&), are considered system errors and using them could affect the delivery of the e-NOA/D to the NVMC.

- Placing only an initial in the **First Name** field will affect the system performance. If any non-crewmembers' or passengers' record is submitted in which only an initial is listed as the first name, prepare to provide proof that the name is legally only an initial.

- For any non-crewmember or passenger who legally has only one name, that name should be placed in the **Last Name** field with **FNU** placed in the **First Name** field.

- Only Western English letters are allowed in all of the name fields. Any other characters could affect the performance of the system.

2. Enter the *{First Name of the Passenger}* in the **First Name** text box. This field is required, and it accepts free text data.

*NOTE: If the first name is not known, enter: **FNU**.*

3. Enter the *{Middle Name of the Passenger}* in the **Middle Name** text box, if known. This field accepts free text data.

4. Enter the *{Record Locator Number for the Passenger}* in the **Record Locator #** text box. This field accepts free text data.

5. Click the down arrow on the **Nationality** field, and then select the *{Name of the Nationality of the Passenger}* from the drop-down list. This is a required field.

*NOTE: Do not assume that the country listed in the **Issue Country** field—the country that issued the travel document—in the **Identification Information** section is the same as the non-crewmember or passenger's nationality.*

6. Click the down arrow on the **Country of Residence** field, and then select the *{Name of the Passenger's Country of Residence}* from the drop-down list. This is a required field.

NOTE: The country of residence is where a non-crewmember or passenger lives the majority of the year.

7. Enter the *{Date of Birth for the Passenger}* in the **DOB** text box. This field is required, and it accepts free text data. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**). The entry is based on the applicable rules below.

- The date of birth indicated in the official travel document should be used when collecting and sending a non-crewmember's or passenger's date of birth.

- If a non-crewmember or passenger only has or knows his/her year of birth but not the exact month and/or day, use January 1 in those cases. For example, select the year they were born, *{YYYY}*, then enter: **01** for the month and **01** for the day.

- Fictitious dates of birth (such as 999999 or 000000) are considered system errors and will affect the system performance.

8. Select the *{Passenger's Gender}* in the **Gender** field. This is a required field.

To complete the **Identification Information** section, perform the following steps:

1. Enter the *{ID Number for the Passenger}* in the **ID Number** text box. This field is required and accepts up to 12 alphanumeric characters of free text data. The entry is based on the applicable rules below.

   - U.S. and Canadian citizens exiting to or returning from another country within the Western Hemisphere do not require an ID number. However, it is strongly encouraged to include a passport number, if available.

   - All persons entering the U.S. from Cuba or departing the U.S. for Cuba require an ID number.

   - Only Western English letters and numbers are allowed in the **ID Number** field.

   - If a travel document's number contains hyphens (-), slashes (/), and/or spaces, disregard them. Do not include them in the document number.

   - Information, such as a driver's license number, or entries such as Passport or Birth Certificate, should not be included in the **ID Number** field.

   - U.S. and Canadian citizens entering or departing the U.S. from/to another Western Hemisphere country (other than Cuba) are not required by the CBP to provide an ID number, although it is encouraged to provide a passport number, if available.

2. Click the down arrow on the **ID Type** field, and then select the *{Type of ID Presented by the Passenger}* from the drop-down list. The field is required and the entry is based on the applicable rules below.

   - The order of preference for travel documents listed in the **ID Type** field is as follows:

     a. Passport (U.S. or Non-U.S. Document)

     b. U.S. Alien Registration Card/U.S. Permanent Resident Card (U.S. Document)

     c. U.S. Mariner Document (U.S. Document)

     d. Foreign Mariner Document (Non-U.S. or Canadian Document).

   - If a non-crewmember or passenger has both ID type A and B from the list above, ID type A must be sent.

   - Missing or invalid travel document types may be considered a system error and may affect the delivery of the e-NOA/D to the NVMC.

3. Click the down arrow on the **Issue Country** field, and then select the *{Name of the Country Issuing the Passenger's ID}* from the drop-down list. The entry is based on the applicable rules below.

   - **ID Type**—U.S. Alien Registration Card, U.S. Permanent Resident Card, and U.S. Mariner Document are always **United States**.

   - **Issue Country**—Name for U.S. Territories (for example, Puerto Rico [PR] and U.S. Virgin Islands [VI] is always **United States**.

4. Enter the *{Date the Passenger's ID Expires}* in the **Expiration Date** text box. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**). The entry is based on the applicable rules below.

   - The expiration date for the identification document is required for both arrival and departure notices.

   - The **Expiration Date** field is only required for travelers who are using their Passport as their official travel document.

To complete the **US Address Information** section (for an arrival submission only), perform the following steps:

NOTE: The fields in this section are completed for arrival submissions only. This information is not required for departures. If the U.S. address is not submitted with an arrival e-NOA/D, the carrier may be penalized for submitting an incomplete manifest.

1. Enter the *{Name of the Street in the U.S.}* in the **Street** text box. This field accepts free text data.

NOTE: Numbers, abbreviations (such as Dr. or Rd.), and special characters [such as dashes or hyphens (-), number signs (#), and periods (.)] are allowed.

2. Enter the *{Name of the City in the U.S.}* in the **City** text box. This field accepts free text data.

3. Click the down arrow on the **State** field, and then select *{Name of the State in the U.S.}* from the drop-down list.

4. Enter the *{Zip Code in the U.S.}* in the **Zip Code** text box. This field accepts up to nine numeric characters with no dash.

To complete the **Embark Information** section, perform the following steps:

*NOTE: The **Embark Information** section provides information on the foreign port or place where the non-crewmember's and/or passenger's transportation to the U.S. began.*

1. Click the down arrow on the **Embark Country** field, and then select the *{Name of the Country where the Passenger Embarked}* from the drop-down list. This is a required field.

*NOTE: The **Embark State** field is deactivated until **UNITED STATES** is selected in the **Embark Country** field. The e-NOA/D application then activates the **Embark State** field, and a drop-down list is provided from which the correct state can be chosen.*

2. Click the down arrow on the **Embark State** field, and then select the *{Name of the State where the Passenger Embarked}* from the drop-down list.

3. Click the down arrow on the **Embark Port** field, and then select the *{Name of the Port where the Passenger Embarked}* from the drop-down list. This is a required field.

4. If no port was selected in the **Embark Port** field, then enter the *{Name of the Place where the Passenger Embarked}* in the **Embark Place** text box. This field is required if no **Embark Port** is selected, and it accepts free text data.

5. Enter the *{Date the Passenger Embarked}* in the **Embark Date** text box. This is a required field. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

To complete the **Debark Information** section, perform the following steps:

*NOTE: The **Debark Information** section provides information on the final foreign port or place of destination of in-transit non-crewmembers and/or passengers.*

1. Click the down arrow on the **Debark Country** field, and then select the *{Name of the Country where the Passenger will Debark}* from the drop-down list.

*NOTE: The **Debark State** field is deactivated until **UNITED STATES** is selected in the **Debark Country** field. The e-NOA/D application then activates the **Debark State** field, and a drop-down list is provided from which the correct state can be chosen.*

2. Click the down arrow on the **Debark State** field, and then select the *{Name of the State where the Passenger will Debark}* from the drop-down list.

3. Click the down arrow on the **Debark Port** field, and then select the *{Name of the Port where the Passenger will Debark}* from the drop-down list.

4. If no port was selected in the **Debark Port** field, then enter the *{Name of the Place where the Passenger will Debark}* in the **Debark Place** text box. This field accepts free text data

5. Enter the *{Date the Passenger will Debark}* in the **Debark Date** text box. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

6. Click the **Save** button.

> *The e-NOA/D application will audit the Passenger Detail Entry Screen fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly which data is missing. Once all required information is entered, the Passenger Manifest Screen data grid appears, displaying the record in the data grid, similar to the following figure.*

Figure 22 Passenger Manifest Screen with Edit, View, and Delete Links

7. Click the **Back** button to return to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu.

Adding Additional Records

To continue adding non-crewmembers' and/or passengers' records, repeat from Step 2 of **Passenger Manifest** to Step 6 of the **Debark Information** section. Continue adding non-crewmembers' and passengers' records until all of the records have been added.

Editing a Previously Entered Record

1. If changes need to be made to a record, click the **Edit** link, as illustrated in Figure 22, Passenger Manifest Screen with Edit, View, and Delete Links.

    The record can be edited.

2. Make all of the necessary changes, and then click the **Save** button.

    The e-NOA/D returns to the Passenger Manifest Screen.

Viewing a Previously Entered Record

1. To view a record only, click the **View** link, as illustrated in Figure 22, Passenger Manifest Screen with Edit, View, and Delete Links.

    The Passenger Detail View Screen appears as read only.

2. Once finished viewing, click the **Back** button.

    The Passenger Manifest Screen appears, displaying the record in the data grid.

Deleting a Passenger Details Record

1. If a **Passenger Details** record is no longer valid and needs to be deleted, click the **Delete** link, as illustrated in Figure 22, Passenger Manifest Screen with Edit, View, and Delete Links.

    The Microsoft Internet Explorer dialog box appears, asking for confirmation to delete the record.

2. Click **OK**.

    *The Passenger Manifest Screen appears and the **Passenger Detail** record is removed from the data grid.*

3. Click the **Back** button.

    The e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

Cargo Manifest Entry Screen

You must provide a description of the cargo, other than Certain Dangerous Cargo (CDC), onboard the vessel. This description should be very general, such as, grain, oil, containers, and so on.

If this e-NOA/D is for a tug and barge, the e-NOA/D is submitted for the tug; and the barge information goes in the **General Cargo Description** field.

The fields contained in the **Cargo Manifest Entry Screen** appear for both an arrival and a departure submission.

Federal Regulations:

The Federal regulations governing the **Cargo Manifest Entry Screen** section can be found at the following locations:

- Link to 33 CFR Part 160, Table 160.206,
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- 19 CFR 4.7(a), and Customs Form 1302.

1. To open the Cargo Manifest Entry Screen data grid, click the **Cargo Manifest** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

   The Cargo Manifest Entry Screen appears, similar to the following figure.

Figure 23 The Cargo Manifest Entry Screen

The Cargo Manifest Entry Screen is used to list both general cargo and any CDC. Instructions for entering both types of data are given below.

General Cargo Only

To complete the **General Cargo Description** section, perform the following steps:

1. Enter a *{General Description of the Cargo}* in the **General Cargo Description** text box. This field is required, and it accepts free text data.

*NOTE: If the record is not to be added, click the **Back** button.*

2. Click the **Save** button.

   The e-NOA/D application will audit the Cargo Manifest Entry Screen fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly which data is missing. Once all required information is entered, the e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

   *The **Cargo Manifest** button will be changed to blue, and the screen appears similar to the following figure.*
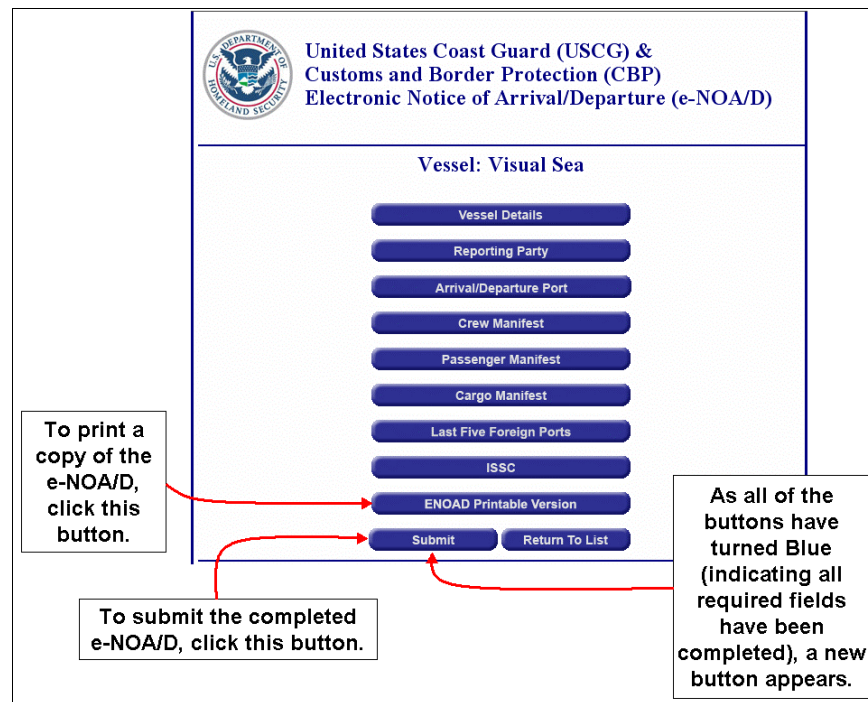
Figure 24 The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu Page Showing Cargo Manifest Button

NOTE 1: *For instructions on printing an e-NOA/D, see* *Printing an e-NOA/D.*

NOTE 2: *For instructions on submitting an e-NOA/D, saving an incomplete e-NOA/D, and closing an e-NOA/D, see* *Submitting, Saving an Incomplete e-NOA/D, or Closing the e-NOA/D.*

CDC Onboard

You are required to report any cargo the vessel is carrying that possesses the greatest risk to maritime safety and security.

NOTE: *A general explanation of the divisions of CDC materials, and which regulation covers each material, is found in 33 CFR Part 160, paragraph 160.204.*

If the **Certain Dangerous Cargo (CDC) on Board** check box is selected, the **CDC List** section must be completed.

The fields contained in the **CDC List** section appear for both an arrival and a departure submission.

Federal Regulations:

The Federal regulations governing the **CDC List** section can be found at the following locations:

- Link to 33 CFR Part 160, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf
- 49 CFR 173.50
- 49 CFR 176.415
- 49 CFR 172.101
- 49 CFR 171.8
- 49 CFR 173.403
- 46 CFR 154.7.

Adding CDC data to the e-NOA/D is a multiple-step process consisting of:

- Telling the e-NOA/D application a CDC record is to be added
- Adding a new record
- Completing the CDC Detail Entry Screen fields
- Saving the record
- Viewing the **CDC List** record (optional)
- Editing the **CDC List** record (optional)
- Deleting the **CDC List** record at a later date (optional).

To complete the **CDC List** section, perform the following steps:

1. To open the Cargo Manifest Entry Screen data grid, click the **Cargo Manifest** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

2. On the **Cargo Manifest Entry Screen**, select the **Certain Dangerous Cargo (CDC) on Board** check box.

NOTE: *If the **Certain Dangerous Cargo (CDC) on Board** check box is selected, the CDC List page appears by clicking either the **CDC List** button or the **Save** button.*

*The **CDC List** button appears, as shown in the following figure.*

Figure 25 The CDC List Button

WARNING:	The e-NOA/D application will not allow the submission of an e-NOA/D if the Certain Dangerous Cargo (CDC) on Board check box is selected and no CDC record is entered. In this case, the Cargo Manifest button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page will turn red and the Submit button will no longer be available. Once a CDC record has been entered, or the check box is cleared, and the Save button is clicked, the e-NOA/D application will once again allow the submission of the e-NOA/D.
	Additionally, if a CDC record has been entered, the Certain Dangerous Cargo (CDC) on Board check box is cleared, and the Save button is clicked, all previously entered CDC records will be deleted.

3. Click the **CDC List** button.

   The CDC List data grid opens, as shown in the following figure.

Figure 26 The CDC List Page

4. Click the **Add New** button.

   The CDC Detail Entry Screen appears with CDC-related questions, as shown in the following figure.

Figure 27 CDC Detail Entry Screen

5. Enter the *{UN Number of the CDC}* in the **UN Number** text box. This is a free text field.

6. Enter the *{Amount of CDC}* in the **Amount** text box. This field is required, and it accepts free text data.

---

7. Enter the *{Name of the CDC}* in the **CDC Name** text box. This field is required, and it accepts free text data.

8. Click the down arrow on the **Destination Country** field, and then select the *{Name of the Country for which the CDC is Destined}* from the drop-down list.

NOTE: *The **Destination State** field is deactivated until **UNITED STATES** is selected in the **Destination Country** field. The e-NOA/D application then activates the **Destination State** field, and a drop-down list is produced from which the correct state can be chosen.*

9. Click the down arrow on the **Destination State** field, and then select the *{Name of the State for which the CDC is Destined}* from the drop-down list.

10. Click the down arrow on the **Destination Port** field, and then select the *{Name of the Port for which the CDC is Destined}* from the drop-down list.

11. If no port was selected in the **Destination Port** field, then enter the *{Name of the Place for which the CDC is Destined}* in the **Destination Place** text box. This is a free text field.

NOTE: *If the record is not to be added, click the **Back** button.*

12. Click the **Save** button.

> The e-NOA/D application will audit the CDC Detail Entry Screen fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly which data is missing. Once all required information is entered, the record is added and the CDC List data grid appears, displaying the record, as shown in Figure 28, The CDC List Screen with the View, Edit, and Delete Links.
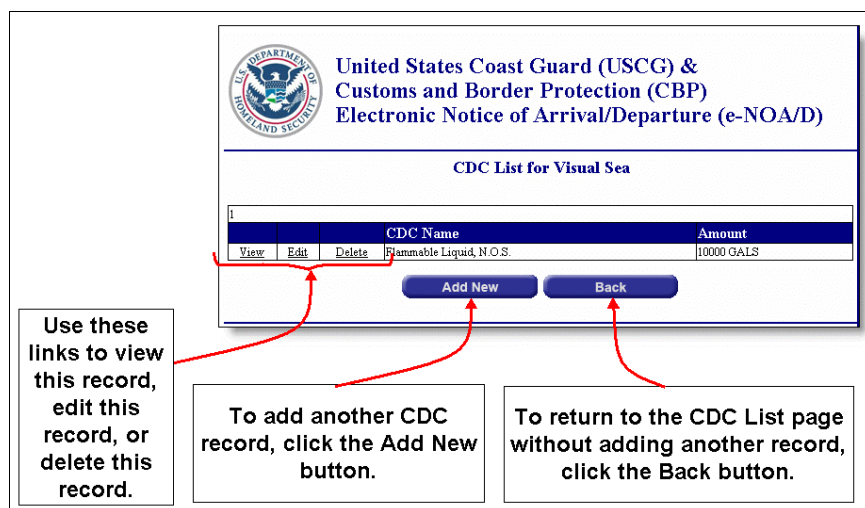

Figure 28 The CDC List Screen with the View, Edit, and Delete Links

13. If no further records are to be entered, click the **Back** button.

> *The Cargo Manifest page appears, similar to* Figure 25, The CDC List Button.

14. Click the **Back** button.

> *The e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.*

Adding Additional Records

To continue adding CDC records, repeat from Step 4 to Step 12 of **CDC List**. Continue adding CDC records until all of the records have been added.

Editing a Previously Entered Record

1. If changes need to be made to a record, click the **Edit** link, as illustrated in Figure 28, The CDC List Screen with the View, Edit, and Delete Links.

> *The record can be edited.*

2. Make all of the necessary changes, and then click the **Save** button.

> *The e-NOA/D application will audit the CDC Detail Entry Screen fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly which data is missing. Once all required information is entered, the record is added and the e-NOA/D returns to the CDC List data grid, as shown in* Figure 26, The CDC List Page.

Viewing a Previously Entered Record

1. To view a record only, click the **View** link, as illustrated in Figure 28, The CDC List Screen with the View, Edit, and Delete Links.

> *The record appears in read-only mode.*

2. Once finished viewing, click the **Back** button.

> *The CDC List data grid appears.*

Deleting a Record

1. If a record is no longer valid and needs to be deleted, click the **Delete** link, as illustrated in Figure 28, The CDC List Screen with the View, Edit, and Delete Links.

    *The CDC Detail Entry Screen appears in read only mode, containing a **Delete** button, as illustrated in the following figure.*

Figure 29 Confirming the CDC Record is to be Deleted

2. Click the **Delete** button.

    *The CDC List data grid appears with the **CDC Detail** record removed.*

3. Click the **Back** button to return to the **Cargo Manifest Entry Screen**.

4. Click the **Back** button.

    The e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

Last Five Foreign Ports

A vessel that is arriving from or has stopped in a foreign port within the previous 2 years is required to provide its last five foreign ports of call. A vessel operating solely between ports or places in the continental U.S. is required to provide only its destination(s) and last port of call.

The fields contained in the **Last Five Foreign Ports** section appear for both an arrival and a departure submission.

Federal Regulations:

The Federal regulation governing the **Last Five Foreign Ports** section can be found at the following link to 33 CFR Part 160, Table 160.206, http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf.

Adding the **Last Five Foreign Ports** data to the e-NOA/D is a multiple-step process. The steps consist of:

- Telling the e-NOA/D application a record is to be added

- Adding a new record

- Completing the **Foreign Port Detail Entry Screen** fields

- Saving the record

- Viewing the **Foreign Port Detail Entry** record (optional)

- Editing the **Foreign Port Detail Entry** record (optional)

- Deleting the **Foreign Port Detail Entry** record at a later date (optional).

1. To open the Last Five Foreign Ports List data grid, click the **Last Five Foreign Ports** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

   The Last Five Foreign Ports List data grid appears, similar to the following figure.

Figure 30 The Last Five Foreign Ports List Data Grid

2. Click the **Add New** button in the Last Five Previous Foreign Port List data grid.

The Foreign Port Detail Entry Screen appears, containing foreign port-related questions, similar to the following figure.

Figure 31 The Foreign Port Detail Entry Screen

3. Click the down arrow on the **Country** field, and then select the *{Name of the Country of the Foreign Port}* from the drop-down list. This is a required field.

4. Click the down arrow on the **Port** field, and then select the *{Name of the Foreign Port}* from the drop-down list. This is a required field.

5. If no port was selected in the **Port** field, then enter the *{Name of the Foreign Place}* in the **Place** text box. This field is required if no **Port** is selected, and it accepts free text data.

6. Enter the *{Date of Arrival at the Foreign Port}* in the **Arrival Date** text box. This is a required field. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

7. Enter the *{Date of Departure from the Foreign Port}* in the **Departure Date** text box. This is a required field. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

NOTE: *If the record is not to be added, click the **Back** button.*

8. Click the **Save** button.

The e-NOA/D application will audit the Foreign Port Detail Entry Screen fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly what data is missing. Once all required information is entered, the Last Five Foreign Ports List data grid appears, displaying the record in the data grid, as shown in the following figure.

Figure 32 The Last Five Foreign Ports List Screen with the View, Edit, and Delete Links

9. If no further records are to be added, click the **Back** button.

> *The e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.*

Adding Additional Records

To continue adding **Last Five Foreign Ports Details**, repeat from Step 2 to Step 8.

NOTE: *No more than five foreign ports' records can be contained in the e-NOA/D (the **Add New** button disappears once five foreign ports' records have been entered). If another foreign port record needs to be entered, then one of the existing records must be deleted first.*

Editing a Previously Entered Record

1. If changes need to be made to a record, click the **Edit** link, as illustrated in Figure 32, The Last Five Foreign Ports List Screen with the View, Edit, and Delete Links.

> *The record can be edited.*

2. Make all of the necessary changes, and then click the **Save** button.

> *The Last Five Foreign Ports List data grid appears.*

Viewing a Previously Entered Record

1. To view a record only, click the **View** link, as illustrated in Figure 32, The Last Five Foreign Ports List Screen with the View, Edit, and Delete Links.

> *The record appears in read only mode.*

2. Once finished viewing, click the **Back** button.

> *The Last Five Foreign Ports List data grid appears.*

Deleting a Record

1. If a record is no longer valid and needs to be deleted, click the **Delete** link, as illustrated in Figure 32, The Last Five Foreign Ports List Screen with the View, Edit, and Delete Links.

    *The Foreign Port Delete Page appears with a **Delete** button, similar to the following figure.*

Figure 33 Confirming the CDC Record is to be Deleted

2. Click the **Delete** button.

    *The Last Five Foreign Ports List data grid appears with the **Foreign Port** record removed.*

3. Click the **Back** button twice.

    The e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

International Ship Certificate Entry Page

You are requested to provide evidence the vessel is in compliance with the International Ship and Port Facility Security (ISPS) Code prior to entry into U.S. ports. By completing this section of the e-NOA/D, the NVMC is supplied with the type and status of a vessel's International Ship Security Certificate (ISSC).

The fields contained in the **International Ship Security Certificate Entry Page** appear for both an arrival and a departure submission.

Federal Regulations:

The Federal regulations governing the **International Ship Security Certificate** section and the **Company Security Office 24 Hour Contact Information** section can be found at the following locations:

- Link to 33 CFR Part 160,
  http://www.nvmc.uscg.gov/Forms/33cfr160Feb28_Final.pdf

- Link to 33 CFR Part 104, July 1, 2003 Addendum,
  http://www.nvmc.uscg.gov/Forms/33cfr160Jul012003_ISSC.pdf

- Section 19.1 of Part A of the ISPS Code, SOLAS Chapter XI-2, ISPS Code, Part A.

1. To open the International Ship Security Certificate Entry Page, click the **ISSC** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.

    The International Ship Security Certificate Entry Page appears, similar to the following figure.

Figure 34 The International Ship Security Certificate Entry Page

The International Ship Security Certificate Section

To complete the **International Ship Security Certificate** section, perform the following steps:

1. Click the down arrow on the **ISSC Type** field, and then select the *{Type of ISSC}* from the drop-down list.

2. If **Interim ISSC** is selected in the **ISSC Type** field, click the down arrow on the **Reason Interim ISSC Issued** field, and then select the *{Reason}* from the drop-down list.

3. Click the down arrow on the **ISSC Flag Administration** field, and then select the *{Name of the ISSC Flag Administration}* from the drop-down list.

4. Enter the *{Date the ISSC was Issued}* in the **Issue Date** text box. This is a required field. The format for the date is *{mm/dd/yyyy}* (for example, **10/31/2004**).

5. Click the down arrow on the **Vessel Security Plan** field, and then select the *{Correct Selection}* from the drop-down list.

The Company Security Officer 24 Hour Contact Information

Each vessel must have an appointed Company Security Officer (CSO) who is responsible for ensuring the vessel's security requirements are met by developing, approving, maintaining, and implementing an appropriate security program. Although no fields are required in this section of the e-NOA/D, an area is provided to submit this information.

To complete the **Company Security Officer 24 Hour Contact Information** section, perform the following steps:

1. Enter the *{Name of the Company Security Officer}* in the **Name** text box. This field accepts free text data.

2. Enter the *{Telephone Number of the Company Security Officer}* in the **Phone** text box. This field accepts free text data.

3. Enter the *{E-mail Address of the Company Security Officer}* in the **Email** text box. This field accepts free text data.

4. Enter the *{Fax Number of the Company Security Officer}* in the **Fax** text box. This field accepts free text data.

*NOTE: If the record is not to be added, click the **Back** button.*

5. Click the **Save** button.

> *The e-NOA/D application will audit the International Ship Security Certificate Entry Page fields to ensure all required information has been completed correctly. If any required information is missing or has been entered incorrectly, an error message will appear at the top of the page and state exactly what data is missing. Once all required information is entered, the e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page.*

Submitting, Saving an Incomplete e-NOA/D, or Closing the e-NOA/D

Once all the required fields have been completed, all of the CDC cargo, if any, has been accounted for; the last five foreign ports visited have been entered; and all crewmembers' and passengers' records have been entered, the e-NOA/D is ready to submit to the NVMC for processing.

To submit the e-NOA/D, click the **Submit** button, as shown in the following figure.

Figure 35 The Submit Button

Once the **Submit** button is clicked, the e-NOA/D returns to the Electronic Notice of Arrival/Departure (e-NOA/D) – List page.

The e-NOA/D is listed in the Previously Submitted NOA/Ds data grid.

Printing an e-NOA/D

The e-NOA/D application provides a mechanism that allows a hard copy of the completed e-NOA/D to be printed. This print capability is available once data has been entered in the Vessel Detail Entry Screen and that screen has been saved (for a new e-NOA/D); once the **View**, **Copy**, or **Update** links have been selected in the **Previously Submitted NOA/Ds** data grid; or when the **View** or **Edit** links have been selected in the **Saved NOA/Ds** data grid. To print the e-NOA/D, perform the following steps:

1. Click the **ENOAD Printable Version** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page, as illustrated in Figure 11, The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu Page.

   The Print Page appears similar to the following figure.

Figure 36 The Print Page

2. Select **File** on the browser's menu bar.

3. Select **Print** from the pull-down menu.

   The Print dialog box appears.

4. Ensure the *{Correct Printer}* has been selected, and then click the **Print** button.

Previously Submitted NOA/Ds and Saved NOA/Ds Data Grids

Once an e-NOA/D has been submitted and/or saved, the data grids change to show the submitted and/or saved e-NOA/D and provide various ways to manipulate it. This manipulation takes place via:

- The **View** link
- The **Copy** link
- The **Update** link
- The **Edit** link
- The **Delete** link.

Detailed instructions for using the **View, Copy, Update**, **Edit**, and **Delete** options are found in the *Previously Submitted NOA/Ds Data Grid* section. Instructions for using the **View**, **Edit**, and **Delete** options can be found in the *Saved e-NOA/Ds Data Grid* section of this user guide.

The following sections provide instruction on how to select and use the functionality provided in the data grids.

Previously Submitted NOA/Ds Data Grid

Regardless if an e-NOA/D for a particular vessel is submitted frequently or rarely, once submitted, that record can still be found on the Electronic Notice of Arrival/Departure (e-NOA/D) – List page in the **Previously Submitted NOA/Ds** section. To reuse an e-NOA/D as the basis for a new e-NOA/D, simply scroll to the appropriate record, and then select the **Copy** link. To view (but not change) an e-NOA/D, choose the **View** link. To provide updated information to the NVMC on an active e-NOA/D, select the **Update** link.

By selecting the **Copy** link on the most recently submitted e-NOA/D for a vessel, the e-NOA/D appears in an editable format with the majority of the previously completed fields already filled in. Simply correct any out-of-date information, fill in the blank fields, and submit the e-NOA/D as if it were new. See the *Copying an Existing e-NOA/D* section for instructions on copying.

NOTE: *Use the* ***Copy*** *option only for submitting a new e-NOA/D, not for updating information to an existing, active e-NOA/D.*

For example, if the information in the ***Arrival Date*** *and the* ***Arrival Port*** *fields is the same but some other field has changed (such as* ***Arrival Time*** *or* ***Crew ID Number***)*, this e-NOA/D would be considered an update to an existing, active e-NOA/D.* ***Copy*** *would not the correct selection in this case.*

By selecting the **View** link, the e-NOA/D application brings the e-NOA/D to the screen for viewing only. See the *Viewing an Existing e-NOA/D* section for instructions on viewing.

When the **Update** link is selected, the e-NOA/D comes to the screen with all fields completed exactly as when it was submitted to the NVMC. This option is used to submit a notice of change or to correct an e-NOA/D. See the *Updating an Existing e-NOA/D* section for instructions on updating.

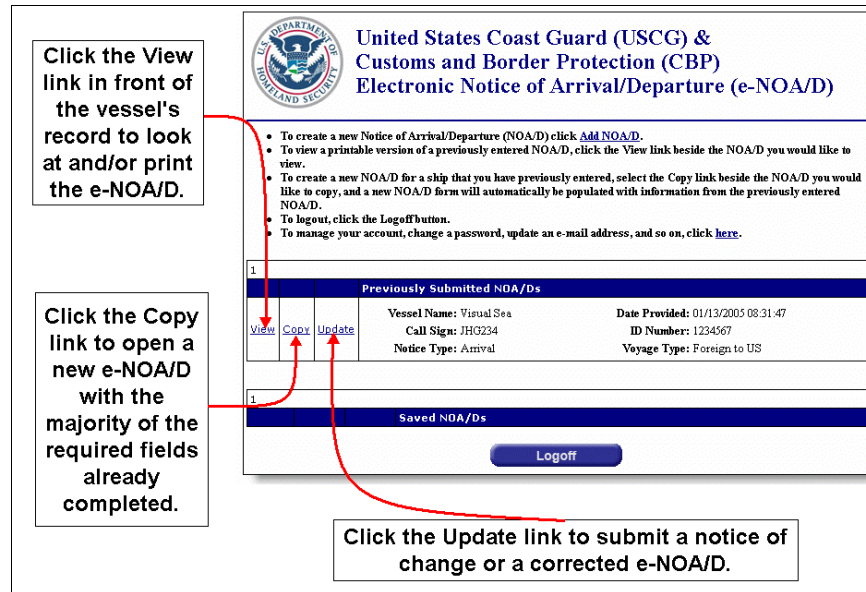The following figure illustrates the **Copy** link, the **View** link, and the **Update** link.

**Figure 37 The Previously Submitted NOA/Ds Data Grid
with Copy, View, and Update Functions**

Viewing an Existing e-NOA/D

The **View** option brings the record to the screen in an e-NOA/D Print View window in HTML code, the likes of which can be found on any Web page, and allows the e-NOA/D to be printed.

To view a record in the **Previously Submitted NOA/Ds** or the **Saved NOA/Ds** data grids, perform the following steps:

1. Click the **View** link in front of the *{Vessel's Record}*.

    The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page appears.

NOTE: *By clicking the **ENOAD Printable Version** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page, a hard copy of the e-NOA/D can be printed.*

2. Select the *{Screen to be Viewed}* (for example, **Vessel Detail**, **Crew Manifest**, or **Cargo Manifest**).

    The selected screen appears as read only.

Copying an Existing e-NOA/D

The **Copy** option is found in the **Previously Submitted NOA/Ds** data grid and is a timesaving device available after one e-NOA/D has been submitted. **Copy** provides the ability to copy the majority of the information from a previously submitted e-NOA/D to a new one. The data in any of the fields that have changed from the original e-NOA/D is updated, and the e-NOA/D is submitted as a totally new e-NOA/D. Only a minimum of data entry is required to complete a new e-NOA/D.

To copy a previously submitted e-NOA/D, perform the following steps:

1. Click the **Copy** link in front of the *{Vessel's Record}.*

    *All information, except the data in the **Notice Type** field, the **Voyage Type** field, the **Arrival Information** section, the **Departure Information** section, the **Last Port of Call** section (if is an NOA), the **Cargo Manifest** section, and the **Next Port of Call** section (if is an NOD), is copied to an e-NOA/D. The e-NOA/D appears at **the Vessel Detail Entry Screen**.*

2. Update all *{Required Fields that have Changed},* and then complete the **Notice Type** field, the **Voyage Type** field, the **Arrival Information** section, the **Departure Information** section, the **Last Port of Call** section, the **Cargo Manifest** section, and the **Next Port of Call** section following the steps found in the *Preparing and Submitting an e-NOA/D* section.

*NOTE: By clicking the **ENOAD Printable Version** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page when it appears (after the data in the Vessel Detail Entry Screen has been updated), a hard copy of the e-NOA/D can be printed.*

Updating an Existing e-NOA/D

The **Update** option is found in the Previously Submitted NOA/Ds data grid and brings the record to the screen exactly as it was submitted to the NVMC. This option is used to provide a notice of change to an active e-NOA/D or to submit information requested as a result of an incomplete e-NOA/D. This option can be used only if the original NOA and/or NOD were submitted as an e-NOA/D.

> **WARNING: When using the Update functionality, the e-NOA/D application will deactivate the Notice Type field. You will not be allowed to change this field. For example, if the original e-NOA/D was set to Arrival, you will not be allowed to change this field to Departure.**

To update an active e-NOA/D, perform the following steps:

1. Click the **Update** link in front of the *{Vessel's Record}.*

    The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page appears.

*NOTE: By clicking the **ENOAD Printable Version** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page, a hard copy of the e-NOA/D can be printed.*

2. Select the *{Screen to be Viewed}* (for example, **Vessel Deta**il**, Crew Manifest**, or Cargo **Manifest**).

    The selected screen appears.

3. Update the *{Information to be Changed}*, per the instructions in the *Preparing and Submitting an e-NOA/D,* and then click the **Submit** button.

Saved e-NOA/Ds Data Grid

The e-NOA/D application allows you to partially complete an e-NOA/D and then save it to be submitted later. Any un-submitted e-NOA/Ds are listed in the **Saved NOA/Ds** section. To complete an e-NOA/D, scroll to the appropriate record, and then select the **Edit** link. To view (but not change) an e-NOA/D, choose the **View** link. To remove an e-NOA/D that is no longer needed, select the **Delete** link.

**Figure 38 The Saved NOA/Ds Data Grid
with Copy, View, and Update Functions**

By selecting the **View** link, the e-NOA/D application brings the e-NOA/D to the screen for viewing only. However, in addition to viewing the record, this option allows the e-NOA/D to be printed. See the *Viewing an Existing e-NOA/D* section for instructions on viewing.

By selecting the **Edit** link, the e-NOA/D application brings the e-NOA/D to the screen in exactly the same state as it was when it was last saved. This is the option used if the e-NOA/D has not been submitted and is to be completed and submitted now. See the *Editing a Saved e-NOA/D* section for instructions on performing this option.

By selecting the **Delete** link in front of a record, that record will be removed from the **Saved NOA/Ds** data grid. See the *Deleting a Saved e-NOA/D* section for instructions on performing this option.

Editing a Saved e-NOA/D

The **Edit** option is found in the **Saved NOA/Ds** data grid and allows a saved but incomplete e-NOA/D to be completed and submitted.

To edit an existing e-NOA/D, perform the following steps:

1. Click the **Edit** link in front of the *{Vessel's Record}*.

   The Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page appears.

NOTE 1: *A red button indicates that particular section has required fields that are blank. The e-NOA/D cannot be submitted if any of the buttons in this screen are red.*

NOTE 2: *By clicking the* **ENOAD Printable Version** *button on the Electronic Notice of Arrival/Departure (e-NOA/D) – Menu page, a hard copy of the e-NOA/D can be printed.*

2. Complete the e-NOA/D, following the instructions found in *Preparing and Submitting an e-NOA/D* of this user guide.

Deleting a Saved NOA/D

The **Delete** option is found in the **Saved NOA/Ds** data grid and allows a record to be deleted that is no longer needed.

To delete an existing e-NOA/D, click the **Delete** link in front of the *{Vessel's Record}.*

Logging Off the e-NOA/D Application

When all e-NOA/D tasks have been completed, be sure to log off the system. To log off, click the **Logoff** button on the Electronic Notice of Arrival/Departure (e-NOA/D) – List page, as shown in the following figure.
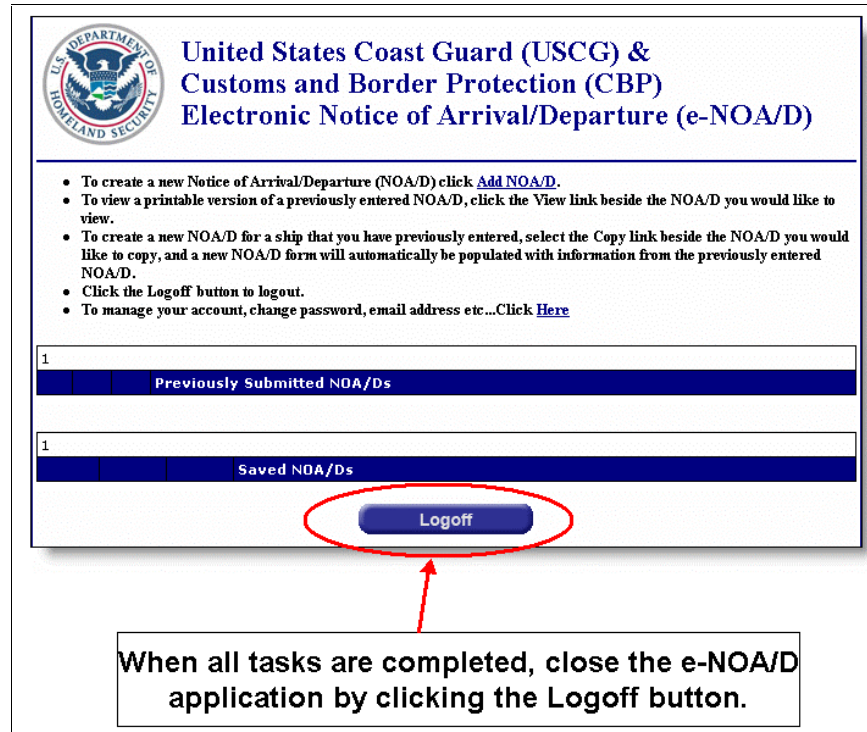

Figure 39 The Logoff Button

WHAT HAPPENS TO THE E-NOA/D AFTER IT IS SUBMITTED?

Once the e-NOA/D has been submitted, the output file is sent to the NVMC's server, where the information contained in it is validated. After the information validation takes place, an e-mail message is sent to you confirming the receipt of the submission.

NOTE: *The e-mail address is taken from the **Email:** field in the Reporting Party Entry Screen of the e-NOA/D. This field must contain a valid e-mail address to receive a confirmation that the e-NOA/D has been received.*

This e-mail message confirms receipt of the e-NOA/D by the NVMC and that the NVMC has processed it. The data contained in the e-NOA/D is forwarded to CBP, but they will not send a confirmation.

> **WARNING:** **If a confirmation e-mail message is not received within 2 hours of submitting the e-NOA/D, call the NVMC to confirm they have received it.**

If you are not receiving any NVMC e-mail messages, even though you are certain you are using the correct e-mail address, it is likely a spam-filter or junk-filter is preventing the NVMC messages from appearing in your Inbox. Several major e-mail providers (such as Hotmail, MSN, and AOL) have built-in spam-blocking features, which will intercept – and in many cases, actually delete - messages.

Please check with your e-mail provider and have them manually walk you through the steps necessary to make sure spam and junk filters have been disabled on your account. Due to the wide variety of e-mail providers and spam/junk mail options, NVMC representatives cannot walk you through this directly, but the support team for your e-mail providers should be able to provide the needed help. In addition to turning off junk filters, please add the following e-mail addresses to your "Safe" list, "Contact" list, or the equivalent for your e-mail service, so you will be guaranteed to receive any e-mail message sent from these addresses: SANS@NVMC.USCG.GOV and NVMC@OSC.USCG.MIL.

The text of the e-mail message contains the type of notice submitted, a date, a timestamp confirming when the e-NOA/D was received by the NVMC, and limited information about the vessel. Depending on the type of e-mail message, it can also contain a notice that additional information is required. The two types of e-mail messages are **Receipt of Notice** and **Incomplete Notice**.

Receipt of Notice E-Mail Message

If the e-NOA/D has been completed correctly, a **Receipt of Notice** e-mail message will be received. If this type of e-mail message is received, no further action is required. The following figure provides an example of this type of message.
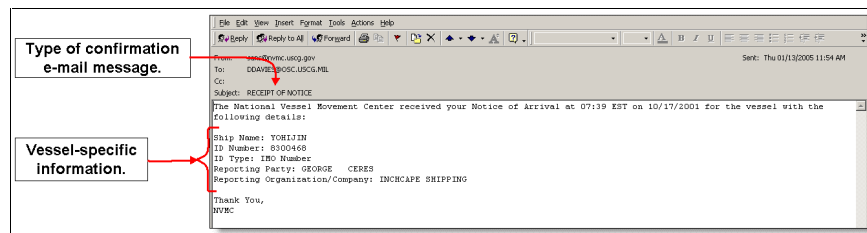

Figure 40 Receipt of Notice

Incomplete Notice E-Mail Message

If information is missing from the e-NOA/D, an **Incomplete Notice** e-mail message will be received. Along with the information contained in the **Receipt of Notice** e-mail message, this message contains information in the **Additional Comments** section about what data is needed to complete the e-NOA/D. The missing data is to be provided as soon as possible to ensure the vessel is not delayed or denied entry into the port. The following figure provides an example of this type of e-mail message.
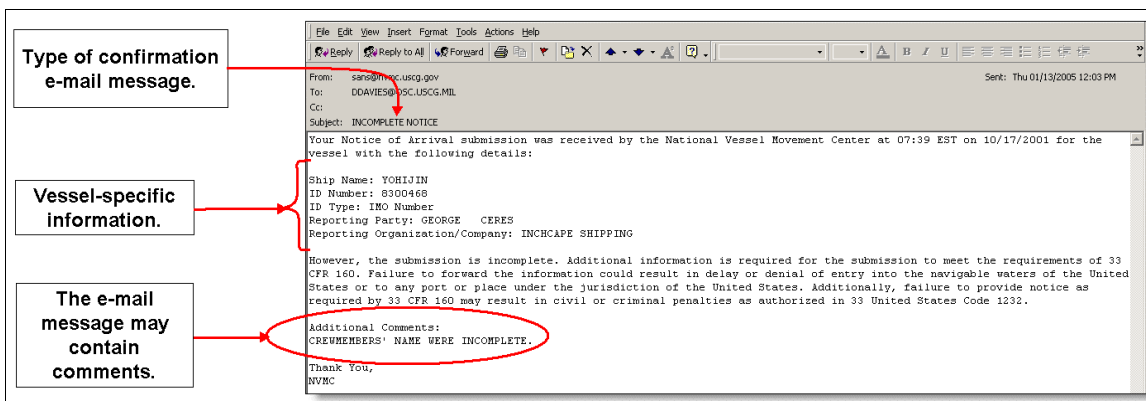

Figure 41 Incomplete Notice